

## MINUTES

**Temecula-Elsinore-Anza-Murrieta Resource Conservation District  
Regular Board Meeting  
Thursday, February 12, 2026, at 4:00 PM**

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

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### **I. PRELIMINARY FUNCTIONS**

Call to Order – 4:00 p.m. Meeting recorded by Zoom.

#### Roll Call/Establish a Quorum

Directors Present: Teri Biancardi, President; Newt Parkes, Secretary; Rose Corona, Director; Stuart Kuhn, Director.

Directors Absent: None

Also Present: Kit Swift, Conservation Technician

Public Guests: Charles Fozelle (community member); Peter Van Dyke, Loma Prieta RCD (via Zoom); Angus McLean, The Nature Conservancy (via Zoom).

#### Approval of Agenda

Director Parkes moved, and Director Kuhn seconded, to approve the Agenda as presented. Upon voice vote, the motion passed unanimously.

Biancardi: Aye

Corona: Aye

Kuhn: Aye

Parkes: Aye

#### Public Comment

Charles Fozelle, a local community member, addressed the board expressing interest in the vacant director seat.

Peter Van Dyke of Loma Prieta RCD addressed the board via Zoom, sharing views on the recent CARCD delegate election and offering to share his Land Trust's experience with wildlife corridor projects.

### **II. CONSENT CALENDAR:**

Director Corona noted for the record her objection that minutes do not fully report board conversations, and reported difficulty accessing financial documents through SharePoint. President Biancardi stated she would follow up with staff.

Director Kuhn moved, and Director Parkes seconded, to approve the consent calendar as presented. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Kuhn: Yes

Parkes: Yes

### **III. ACTION ITEMS:**

#### **A. Subject: Rainbow Canyon I-15 Wildlife Crossing – Wildlife Conservation Board Grant Agreement**

*Background: The Wildlife Conservation Board (WCB) grant agreement was received at approximately 1:30 p.m. on the day of the meeting, with a deadline for signature initially set at February 20, later extended to February 25. The project is scheduled for the WCB board agenda on February 26. Failure to submit the signed agreement by the deadline would risk removal from the agenda, potentially delaying the project and jeopardizing approximately \$4 million in funding.*

The board reviewed the agreement, with particular attention to Section 42(a), which allows either party to terminate for any reason prior to project commencement by providing 30 days written notice. The board discussed the timeline for legal review and risk mitigation strategies.

Concerns were raised regarding the agreement not having been posted 72 hours in advance. It was noted that the document was received that day and copies were made available at the meeting.

#### **The board took three votes:**

1. Director Kuhn moved, and Director Parkes seconded, to fund travel to Sacramento for the WCB board hearing on February 26.

Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Kuhn: Yes

Parkes: Yes

2. Director Kuhn moved, and Director Parkes seconded, to authorize President Biancardi to sign the WCB grant agreement contingent upon favorable review by legal counsel, with submission no earlier than February 24, and to tentatively schedule a special meeting on February 24 as a contingency.

Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Kuhn: Yes

Parkes: Yes

3. Director Parkes moved, and Director Kuhn seconded, to authorize President Biancardi to begin implementation of the project upon receipt of the notice to proceed from the WCB, in the event the signed agreement is not withdrawn.

Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Kuhn: Yes

Parkes: Yes

A project update was provided: the draft RFP for the design engineering consultant is being finalized with Caltrans, a media package is being prepared for the WCB, and a WCB representative recently visited the project site.

A proposed hiring timeline for the District Project Manager was presented, with a target start date of May 1 and an anticipated salary of approximately \$150,000, to be covered by the grant.

A member of the public shared experience with wildlife corridor projects along Highway 101, encouraging the board to consider water resources and land preservation in the context of the I-15 crossing.

#### **IV. DISCUSSION:**

##### **A. Subject: Conservation Technician Updates**

The Conservation Technician provided updates on current projects:

- Wildfire Resistant Communities: Awaiting qualifying entity workshop. Five assessments completed. Full operations to begin after certification.
- Lake Elsinore Trash Cleanup: Delayed due to rain. Coordination ongoing with Flood Control.
- Easement Monitoring: Reporting completed for Greer Ranch and Adeline. Issues identified at the Adeline property regarding unauthorized sprinkler installation in the stream area. A letter will be sent to the management company.
- Greer Ranch / USFWS: USFWS is considering designating TEAM RCD as a land manager for the easement sites, which would allow greater flexibility for maintenance and fire resiliency work. A long-term Land Management Plan will be developed.
- CRGP Cannabis Restoration Grant: Application pivoted to a planning grant with pilot implementation component, based on CDFW guidance. Multiple sites identified.
- Whitewood Mitigation Site: Developer interest in TEAM RCD taking on mitigation. Awaiting USFWS comment.

##### **B. Subject: Billing Rate Analysis**

Director Parkes presented an overview of billing rate methodology for the District, covering direct hourly costs, indirect cost percentages, reserve allocation, and the distinction between stipulated and discretionary rates. No specific rate was recommended; the presentation established a framework for future billing rate decisions.

**C. Subject: Additional Updates**

The board received updates on wildfire resilience partnerships. The Department of Conservation has \$300 million available for wildfire resilience projects and has expressed interest in funding projects in the District’s service area.

NRCS and WETA invoices totaling approximately \$30,000 have been submitted. The annual audit has been completed and filed.

**V. DIRECTORS’ REPORTS**

No additional reports.

**VI. MANAGEMENT REPORT**

No separate management report.

**VII. FUTURE AGENDA ITEMS:**

None noted.

**VIII. ADJOURNMENT**

There being no further business to come before the board, the board unanimously voted to end the meeting.

Dated: \_\_\_\_\_

Newt Parkes, Secretary

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# Management Report

Temecula-Elsinore-Anza-Murrieta Resource Conservation District  
For the period ended February 28, 2026

Prepared on  
**March 5, 2026**

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# Profit and Loss

July 2025 - February 2026

	<b>Total</b>
<b>INCOME</b>	
IECF Grant	49,990.00
Investments	
Interest Income	-896.54
<b>Total Investments</b>	<b>-896.54</b>
RCFC Pilot Projects	
Helash Mitigation Site	2,577.08
Hildy	2,577.08
Lake Elsinore	33,266.72
Morgan Valley Wash	2,586.08
Murrieta Creek - Line F	2,573.85
Palomar Corydon Channel	2,576.08
Planning & Compliance	15,000.00
Project Development	7,224.94
Santa Gertrudis Creek	9,738.23
Temecula Creek AD 159	9,738.23
Transient Monitoring	18,839.93
Warm Springs/Benton Channel	4,876.41
Warm Springs/French Valley	4,874.40
Wildomar Channel	2,577.08
<b>Total RCFC Pilot Projects</b>	<b>119,026.11</b>
Service/Fee Income	
Administrative Fees	5,441.28
Grant Revenue	27,155.12
Grant WETA	37,726.74
Outreach and Workshop Support	3,160.98
Program Promotion	898.71
<b>Total Grant Revenue</b>	<b>68,941.55</b>
<b>Total Service/Fee Income</b>	<b>74,382.83</b>
<b>Total Income</b>	<b>242,502.40</b>
<b>GROSS PROFIT</b>	
	<b>242,502.40</b>
<b>EXPENSES</b>	
General and Administration	
Accounting Fees	
Audit and Audit Documentation	3,000.00
Bookkeeping	8,908.25
<b>Total Accounting Fees</b>	<b>11,908.25</b>
Administrative Consulting	165.00
Advertising and Marketing	55.00
Computer, Data and Software	696.00

	<b>Total</b>
Insurance - Liability, D and O	3,328.32
Legal Fees	2,076.03
Membership Dues	1,484.70
Postage, Mailing Service	18.17
Quickbooks-Accounting	1,686.73
Storage	668.24
Telephone, Telecommunications	148.00
Travel and Meetings	
Conference, Convention, Meeting	1,030.75
Travel	803.92
<b>Total Travel and Meetings</b>	<b>1,834.67</b>
Website Expenses	425.00
<b>Total General and Administration</b>	<b>24,494.11</b>
License and Permit	188.73
<b>SERVICE COSTS</b>	
Contract Services	
RFC FACILITIES	1,650.60
HOMELESS MONITORING	2,724.66
LAKE ELSINORE	15,772.79
MORGAN VALLEY WASH	136.48
SANTA GERTRUDIS CREEK	2,528.43
TEMECULA CREEK AD 159	451.17
<b>Total RFC FACILITIES</b>	<b>23,264.13</b>
<b>Total Contract Services</b>	<b>23,264.13</b>
Grant Administration Expense	
Consultants and Contracts	
Conservation Tech	49,096.92
Irrigation Mobile Lab	
Irrigation Evaluations	6,344.90
Pump Efficiency Tests	2,000.00
Soil Testing	593.32
<b>Total Irrigation Mobile Lab</b>	<b>8,938.22</b>
NRCS Training and Support	660.00
Outreach and Workshop Support	17,090.59
Program Management	2,261.25
Reimbursable Travel	1,699.09
<b>Total Consultants and Contracts</b>	<b>79,746.07</b>
Supplies, Equipment and Promotion	834.95
<b>Total Grant Administration Expense</b>	<b>80,581.02</b>
<b>Total SERVICE COSTS</b>	<b>103,845.15</b>
<b>Total Expenses</b>	<b>128,527.99</b>
<b>NET OPERATING INCOME</b>	<b>113,974.41</b>

	<b>Total</b>
<b>NET INCOME</b>	<b>\$113,974.41</b>

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# Balance Sheet

As of February 28, 2026

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Chase CD	
Chase CD - Benton Channel	165,000.00
Chase CD - Greer Ranch	125,000.00
Chase CD Interest - 0618	64,094.49
Chase CD-4631	100,000.00
<b>Total Chase CD</b>	<b>454,094.49</b>
Checking/Savings	
Chase Flood - 0600	247,481.33
Chase General - 0592	238,528.26
Chase Platinum - 9070	98,244.87
<b>Total Checking/Savings</b>	<b>584,254.46</b>
<b>Total Bank Accounts</b>	<b>1,038,348.95</b>
<b>Accounts Receivable</b>	
Accounts Receivable (A/R)	36,615.78
<b>Total Accounts Receivable</b>	<b>36,615.78</b>
<b>Total Current Assets</b>	<b>1,074,964.73</b>
<b>Fixed Assets</b>	
Adeline Farms Easement	162,750.00
Clinton Keith Land	475,000.00
Greer Ranch Easement	110,000.00
<b>Total Fixed Assets</b>	<b>747,750.00</b>
<b>TOTAL ASSETS</b>	<b>\$1,822,714.73</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	9,321.86
<b>Total Accounts Payable</b>	<b>9,321.86</b>
<b>Credit Cards</b>	
Chase 8053	590.51
<b>Total Credit Cards</b>	<b>590.51</b>
<b>Total Current Liabilities</b>	<b>9,912.37</b>
<b>Total Liabilities</b>	<b>9,912.37</b>
<b>Equity</b>	
Retained Earnings	1,698,827.95
Net Income	113,974.41

	<b>Total</b>
<b>Total Equity</b>	<b>1,812,802.36</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,822,714.73</b>

# Statement of Cash Flows

July 2025 - February 2026

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	113,974.41
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	10,043.43
Interest Receivable	896.54
Other Receivable	18,519.48
Prepaid Grant Expenses	1,945.71
Accounts Payable	-40,849.14
Chase 8053	590.51
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-8,853.47</b>
<b>Net cash provided by operating activities</b>	<b>105,120.94</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>105,120.94</b>
Cash at beginning of period	933,228.01
<b>CASH AT END OF PERIOD</b>	<b>\$1,038,348.95</b>

selected	Date	Type	No.	Payee	Category	Total	Action
	02/28/2026	Bill	Feb invoice	CARCD	Conservati	6880.32	
	02/28/2026	Bill	Reimburse	TERI BIAN	Reimburse	153.17	
	02/27/2026	Expense		Conservati	Advertising	55	
	02/27/2026	Expense		QuickBook	Quickbook	165	
	02/27/2026	Bill Payme	VH/fKhCSF	Riverside	Office of Cou	-207.61	
	02/26/2026	Credit Card Payment				472.7	
	02/18/2026	Bill	Reimburse	TERI BIAN	Reimburse	705.22	
	02/17/2026	Expense		City of Tem	Conference	350	
	02/13/2026	Bill	130296	Riverside C	Legal Fees	207.61	
	02/13/2026	Expense		Microsoft	Computer,	5.51	
	02/12/2026	Expense		Grace Dou	Bookkeepin	1023.75	
	02/11/2026	Expense		Microsoft	Computer,	15	
	02/10/2026	Bill Payme	JTS+HVb0	Streamline		-88.9	
	02/10/2026	Bill Payme	5nHpxUvyf	Mission Resource Con		-6270	
	02/09/2026	Expense		Visible	Telephone,	20	
	02/04/2026	Expense		Microsoft	Computer,	120	
	02/03/2026	Bill	3553	Mission Re	Grant WET	6270	
	02/02/2026	Bill	2026 - 08	Santa Ana	--Split--	1583.15	
	02/01/2026	Expense		CubeSmar	Storage	91	
	02/01/2026	Expense		Microsoft	Computer,	56.7	
	02/01/2026	Bill	D79E45E5	Streamline	Computer,	88.9	

Chase8053\_Activity20260306

Card	Transaction Date	Post Date	Description	Category	Type	Amount	Memo
8053	03/02/2026	03/03/2026	CUBESMART 336	Miscellaneous	Sale	-109.00	
8053	03/02/2026	03/03/2026	NEOGOV	Office & Shipping	Sale	-199.00	
8053	03/02/2026	03/03/2026	ASSOCIATIO* CSDA CAREE	Office & Shipping	Sale	-225.00	
8053	03/02/2026	03/02/2026	MICROSOFT#G143833816	Office & Shipping	Sale	-56.70	
8053	02/27/2026	03/01/2026	CONSERVATIONJOBBOARD	Professional Services	Sale	-55.00	
8053	02/28/2026	03/01/2026	INTUIT *QBooks Online	Office & Shipping	Sale	-165.00	
8053	02/26/2026	02/26/2026	Payment Thank You - Web		Payment	472.70	
8053	02/17/2026	02/19/2026	CITY OF TEMECULA TEME	Bills & Utilities	Sale	-350.00	
8053	02/14/2026	02/15/2026	Microsoft-G141149504	Office & Shipping	Sale	-5.51	
8053	02/12/2026	02/12/2026	MICROSOFT#G140839115	Office & Shipping	Sale	-15.00	

# INDIRECT COST ANALYSIS

## *Use of Indirect Funds for the District Manager / Project Manager Position*

WCB Grant Agreement No. WC-2593DC | I-15 Rainbow Canyon Wildlife Crossing Planning  
Prepared for: Teri Biancardi, Board President, TEAMRCD | March 2026

### BOTTOM LINE

There is no prohibition — in the grant agreement, WCB General Grant Guidelines, Prop 4 fund source statute (PRC §93030), or WCB enabling legislation — that restricts the use of approved indirect funds to project-specific work. The 11.1% indirect cost rate was negotiated and accepted by WCB. Indirect costs are, by legal and accounting definition, non-project-specific organizational overhead. The structure implemented is correct, fully defensible, and supported at every level of the governing framework.

## 1. Purpose and Scope of This Analysis

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This analysis evaluates whether any restriction exists — within the WCB grant agreement, the WCB General Grant Guidelines, the fund source legislation (Proposition 4 / Public Resources Code §93030), or WCB's enabling statute (Fish & Game Code §1300 et seq.) — that would prohibit the use of approved indirect funds to support the district management portion of the District Manager / Project Manager (DM/PM) position.

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This document provides the factual and legal record establishing that the District's indirect cost structure is authorized, properly documented, and audit-defensible.

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This analysis was prepared from the following governing documents:

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- WCB Grant Agreement No. WC-2593DC (executed February 23 / February 25, 2026)
- WCB General Grant Guidelines, November 2025 (incorporated by reference into the Agreement)
- Proposition 4 / Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024, PRC §93030 (the fund source)
- Fish and Game Code §1300 et seq. — Wildlife Conservation Law of 1947 (WCB enabling legislation)
- WCB Emergency Implementation Regulations for Proposition 4 (2025)

## 2. The Grant Agreement (WC-2593DC)

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### 2.1 Section 32 — Indirect Costs: The Governing Provision

Section 32 of the executed grant agreement states:

*"Grantee has requested and Grantor has accepted the following Indirect Cost rate: 11.1% of total project cost."*

This is a bilaterally negotiated, executed contractual term. WCB reviewed the Full Application budget — including the 11.1% indirect rate — and approved the project at its February 26, 2026 board meeting. The grantor's approval of this rate is itself authoritative evidence that it is permitted under the applicable fund source.

No restriction on how indirect funds may be used within the grantee organization appears in Section 32 or anywhere else in the agreement. This is consistent with standard grant accounting practice: indirect rates are organizational-level cost recovery mechanisms, not project-line-item controls.

## 2.2 Section 6(o) — Definition of Indirect Costs

The agreement defines indirect costs as:

*"...non-Project specific costs of doing business. They include but are not limited to things like utilities, office space rental, phone service, office supplies, computers, internet access, and copying. They may not include costs for fundraising, lobbying, entertainment, and food or beverages."*

**Key legal analysis of this definition:**

- The phrase "include but are not limited to" makes the listed examples non-exhaustive. Administrative salaries and organizational management overhead are not excluded.
- The explicit exclusions are narrow and specific: fundraising, lobbying, entertainment, and food/beverages. District management salary does not fall within any of these categories.
- The phrase "non-Project specific costs" is the operative definition. The district management portion of the DM/PM position — organizational compliance, board support, financial oversight, strategic development — is precisely what this definition captures.

## 2.3 Section 5 — Incorporation of Grant Guidelines

Section 5 incorporates the WCB's General Grant Guidelines and all applicable fund source guidelines by reference. This means the Guidelines form part of the agreement. In the event of conflict, the agreement and its exhibits control over the Guidelines. Since the Guidelines affirmatively support indirect cost eligibility (see Section 3 below), no conflict exists.

# 3. WCB General Grant Guidelines (November 2025)

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## 3.1 Section 4.2 — Indirect Costs

The WCB General Grant Guidelines (November 2025) — the most current version, published after the grant application was submitted — provide the authoritative institutional definition of indirect costs. Section 4.2 states three acceptable indirect cost rate structures:

- The federal de minimis rate (15%)
- A federally negotiated Indirect Cost Rate Agreement (NICRA)

- Another rate proposed by the grantee in their grant application — which is TEAMRCD's structure (11.1%)

The Guidelines define indirect costs as:

*"...expenses that are not directly linked to a specific project such as rent, internet fees, insurance, utilities, office supplies and equipment, and administrative salaries."*

The phrase "administrative salaries" appears explicitly in the WCB's own definition of indirect costs. This is the most direct and authoritative statement on the question at issue.

Administrative salary for a District Manager — who manages organizational compliance, board support, financial oversight, grant reporting, and strategic development — falls squarely within the WCB's own definition.

The Guidelines impose no restriction on how indirect funds are deployed within a grantee organization, beyond the standard exclusions. No language requires that indirect funds be used exclusively for project-adjacent overhead. Imposing such a restriction would defeat the accounting purpose of indirect rates and contradict the explicit definition.

### 3.2 Eligible Cost Categories

**The Guidelines distinguish three types of project costs:**

- Direct costs: costs clearly and directly tied to a project, including staff time working on the project, travel, and direct materials.
- Capital costs: costs to acquire, restore, enhance, or maintain property.
- Indirect costs: expenses not directly linked to a specific project — rent, internet fees, insurance, utilities, office supplies and equipment, and administrative salaries.

The District Manager component of the DM/PM position fits the third category. The Project Manager component fits the first. The split-role structure is the textbook correct accounting treatment for this position type.

## 4. Fund Source — Proposition 4 (PRC §93030)

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### 4.1 Overview

**The WCB grant is funded under the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024 (Proposition 4), specifically the Habitat Connectivity allocation at Public Resources Code §93030 (enacted via SB 105). Prop 4 bond funds carry structural constraints — most significantly, a general obligation bond law requirement that bond funds be used for capital outlay or project-eligible purposes.**

### 4.2 Does the Prop 4 Capital Outlay Requirement Prohibit Indirect Costs?

**No — for the following independent reasons:**

- WCB approved the indirect cost budget line. WCB staff reviewed the Full Application budget, accepted 11.1%, and presented the project for approval at the February 26, 2026 board meeting. If Prop 4 bond law prohibited indirect costs for planning grants, WCB would not have approved the budget. The grantor's approval constitutes a determination of eligibility.
- WCB's Guidelines affirmatively include indirect costs for planning grants. Section 4.2 applies to all grant types in the Guidelines without carving out planning grants from indirect cost eligibility.

- Planning grants are not purely capital outlay. "Capital outlay" in bond law refers to construction and infrastructure — not project planning work. A wildlife crossing planning grant advancing through PA&ED and PS&E phases is a development activity, and project management/administration is embedded in its execution.
- The WCB's Emergency Regulations for Proposition 4 (2025) incorporate WCB's existing grant administration structure, including indirect cost treatment. No provision in those regulations restricts indirect costs for WCB planning grants.

### 4.3 The Specific Prop 4 Allocation (SB 105, Sec. 95 / PRC §93030)

The Habitat Connectivity allocation in PRC §93030 funds projects related to habitat connectivity planning and wildlife crossing development. The grant agreement's work plan (Exhibit C) describes exactly this scope. Administrative and indirect costs incurred in managing such a grant are the normal costs of doing business for a public agency grantee. Nothing in PRC §93030 addresses grantee indirect cost rates or imposes restrictions beyond WCB's standard grant framework.

## 5. Enabling Legislation — Fish & Game Code §1300 et seq.

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The Wildlife Conservation Law of 1947, particularly FGC §1350(c), authorizes WCB to award grants to eligible entities for fish and wildlife habitat restoration, enhancement, management, and protection purposes. The statute does not address how grantees internally allocate indirect funds. It grants WCB the authority and discretion to establish grant conditions — which WCB exercised through its General Grant Guidelines and through negotiation of the specific agreement terms, both of which permit the 11.1% indirect rate without use restrictions.

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No provision of the Wildlife Conservation Law of 1947 or its amendments imposes a restriction on grantee internal indirect cost allocation that would be relevant here.

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## 6. The Direct / Indirect Cost Boundary — Compliance Framework

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### 6.1 The Governing Rule

Both the grant agreement (Section 32) and the WCB Guidelines are clear on one critical compliance requirement:

*"Any cost that is billed as a direct cost may not be included as an Indirect Cost."*

The converse is equally true and is the operative principle here: costs properly categorized as indirect should not be billed as direct costs. The DM/PM position is correctly structured as a split role:

- Project Manager portion of salary (approximately 50%) → billed as a direct cost under Task 1: Project Management, within the \$433,275 WCB direct allocation.

- District Manager portion of salary (approximately 50%) → recoverable through the indirect cost line (\$398,225 WCB allocation at 11.1% of total project cost).

## 6.2 Why This Structure Is Correct

This dual-allocation treatment is not only permitted — it is the textbook correct accounting approach for a split-role public agency position. Attempting to bill the District Manager component as a direct project cost would be the compliance risk, not the reverse. Direct cost billing of organizational overhead is a common audit finding and a basis for disallowance. The indirect rate mechanism exists precisely to avoid this error.

## 6.3 Audit Documentation Requirements

Section 32 of the agreement requires:

*"...keep documentation for all Indirect Costs claimed in Exhibit B - Budget, including Grantee's calculation used to determine the rate, and to keep backup documents in audit-ready files."*

To ensure full audit defensibility, the following documentation should be maintained:

- Written indirect cost rate calculation methodology (the basis for the 11.1% rate)
- Time-tracking records for the DM/PM showing hours allocable to direct project work vs. district management
- A written cost allocation policy documenting how the split is determined and applied
- Consistency between the allocation methodology and the approved budget

## 7. Risk Assessment Summary

Risk Vector	Assessment	Conclusion
Grant agreement text restricts indirect use	No such restriction exists in agreement text, definitions, or conditions	No Risk
WCB General Grant Guidelines restrict indirect use	Guidelines (Nov. 2025) explicitly name "administrative salaries" as indirect costs	No Risk
Prop 4 capital outlay requirement prohibits indirect costs	WCB approved the indirect line item at board meeting; planning grants are not pure capital outlay	No Risk
Enabling legislation (Fish & Game Code §1300) restricts indirect use	Statute is silent on grantee internal cost allocation	No Risk
Audit risk from dual-role DM/PM position	Low if time-tracking and cost allocation methodology are documented	Low / Manageable

## 8. Strategic Application

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**The legal framework governing indirect costs — the executed contract, the WCB General Grant Guidelines, the Prop 4 fund source, and WCB's enabling legislation — uniformly supports the District's indirect cost structure.**

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**The following citations provide the authoritative legal foundation for District Counsel's use:**

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- WCB Grant Agreement WC-2593DC, §§6(o) and 32 — definition and rate acceptance
- WCB General Grant Guidelines (November 2025), §4.2 — explicit inclusion of "administrative salaries" as indirect costs
- WCB General Grant Guidelines (November 2025), §4.2 — three accepted rate structures, including grantee-proposed rates
- WCB Board approval of the grant and budget, February 26, 2026 — grantor determination of eligibility
- Fish & Game Code §1350(c) — WCB authority to establish grant conditions, no restriction on grantee indirect allocation

The District's indirect cost structure is fully authorized, properly negotiated, and defensible at every layer of the governing framework.

*DRAFT — For review by District Counsel prior to use in governance proceedings. This analysis is prepared for internal strategic and legal preparation purposes. It does not constitute legal advice. All references to grant terms are based on executed documents provided by the District.*



**BOARD PACKET MEMORANDUM**

<b>TO:</b>	TEAMRCD Board of Directors
<b>FROM:</b>	Teri Biancardi, Board President
<b>DATE:</b>	March 12, 2026
<b>RE:</b>	District Manager/Project Manager Position — Employer Cost Analysis and WCB Grant Funding Sufficiency
<b>AGENDA ITEM:</b>	IV.B – DM/PM Position Discussion

**PURPOSE**

This memorandum provides the Board with a complete analysis of the total employer cost of the District Manager/Project Manager (DM/PM) position at a base salary of \$150,000, and demonstrates that approved WCB grant funding is sufficient to cover the fully-loaded cost of the position over the project period.

**HOW EMPLOYER COSTS ARE STRUCTURED**

TEAMRCD processes payroll through the California Association of Resource Conservation Districts (CARCD), which uses Insperity as its Professional Employer Organization (PEO). Rather than billing itemized costs, Insperity charges a single Comprehensive Service Fee (CSF) that bundles payroll taxes, workers’ compensation, employment practices liability insurance, health and ancillary benefits, HR services, and administrative fees. The fee varies by employee salary, position classification, and benefit elections.

The CSF across current CARCD employees ranges from 9.97% to 34.69%, with a CARCD payroll average of 19.3%. For budget planning purposes, CARCD recommends using 28% as a mid-range estimate when the 401(k) employer match (5%) and CARCD’s own 4% administrative fee are included. All figures are based on current FY 2025–26 rates; the Insperity contract renews August 1, 2026, and costs are expected to increase at that time.

**TABLE 1: PROJECTED EMPLOYER OVERHEAD (\$150,000 BASE SALARY)**

<b>Cost Component</b>	<b>Amount</b>
Insperity Comprehensive Service Fee (19.3% CARCD avg.)	\$28,950
401(k) Employer Match (5%, if elected)	\$7,500
CARCD Administrative Fee (4%)	\$6,000
<b>Total Employer Overhead</b>	<b>\$42,450</b>
<b>Total Fully-Loaded Annual Cost</b>	<b>\$192,450</b>
Overhead as % of Base Salary	28.3%

*The 19.3% Insperity Comprehensive Service Fee reflects the actual CARCD payroll average. Insperity’s own projection for this hire was lower at 14.98%; CARCD recommends the higher figure as more realistic, given that the actual CSF across the CARCD payroll ranges from 9.97% to 34.69% depending on benefit elections*

and position classification. The 401(k) match applies only if the employee elects to participate. All figures are FY 2025–26 rates; costs will increase at the August 1, 2026 Insperity plan renewal.

**THE SPLIT-ROLE STRUCTURE AND FUNDING ALLOCATION**

The DM/PM position is structured as a 50/50 split between two distinct functions, each funded from a separate WCB grant budget line:

**Project Manager half (50% FTE):** Project work, grant administration, partner coordination, and project meetings. Funded as a direct cost under Task 1 of the WCB grant budget. The budget allocates 3,640 hours at \$72.12/hr over the 3.5-year project period, equivalent to \$150,000/year annualized.

**District Manager half (50% FTE):** Organizational compliance, board support, financial oversight, grant reporting, and strategic development. These functions are not project-specific and are therefore funded through the District’s approved 11.1% indirect cost rate under WCB Grant Agreement No. WC-2593DC. This is the correct accounting treatment: the WCB General Grant Guidelines explicitly include “administrative salaries” within the definition of indirect costs.

Attempting to bill the District Manager component as a direct project cost would be the compliance risk, not the reverse. The split-role structure is the textbook correct accounting approach for this position type.

**TABLE 2: COST ALLOCATION BY ROLE (28% PLANNING OVERHEAD RATE)**

Item	Project Manager Half (Direct — Task 1)	District Manager Half (Indirect — 11.1%)	Full Position (Combined)
Annual salary	\$75,000	\$75,000	\$150,000
Annual overhead at 28%	\$21,000	\$21,000	\$42,000
<b>Annual fully-loaded cost</b>	<b>\$96,000</b>	<b>\$96,000</b>	<b>\$192,000</b>
<b>3.5-year fully-loaded cost</b>	<b>\$336,000</b>	<b>\$336,000</b>	<b>\$672,000</b>

**WCB GRANT FUNDING SUFFICIENCY**

The approved WCB budget provides \$781,500 for the DM/PM position across the two funding streams. Over the 3.5-year project period, this exceeds the fully-loaded cost of the position by \$109,500.

**TABLE 3: GRANT FUNDING vs. POSITION COST — BY FUNDING STREAM**

Item	PM Direct (Annual)	PM Direct (3.5-yr Total)	DM Indirect (Annual)	DM Indirect (3.5-yr Total)
Fully-loaded cost	\$96,000	\$336,000	\$96,000	\$336,000
WCB approved funding	\$76,655 (annualized)	\$383,275	\$79,645 (annualized)	\$398,225
<b>Surplus above cost</b>	—	<b>\$47,275</b>	—	<b>\$62,225</b>
<b>Grant coverage</b>	—	<b>114%</b>	—	<b>119%</b>

*The combined surplus of \$109,500 (\$47,275 direct + \$62,225 indirect) provides meaningful financial cushion over the project period. Note that the \$398,225 indirect pool is not reserved exclusively for the DM salary — it supports the full range of district organizational overhead. Additional indirect cost recovery from the CDFW Cannabis Restoration Grant, if awarded, would further strengthen the District’s overhead position.*

## **BOARD TAKEAWAYS**

- 1. Planning overhead rate:** Use 28% as the working estimate for total employer overhead, per CARCD guidance. This produces a fully-loaded annual cost of \$192,000.
- 2. Grant funding exceeds position cost:** Approved WCB funding (\$781,500 over 3.5 years) exceeds the fully-loaded cost of the position (\$672,000) by \$109,500 — a surplus of 16%. The hire is fully supported by the existing grant structure.
- 3. The split-role accounting is correct:** The Project Manager half is a direct cost; the District Manager half is an indirect cost. This structure is authorized by the grant agreement and WCB General Grant Guidelines and is the proper accounting treatment.
- 4. Benefits are not employer-optional:** All full-time employees (30+ hrs/week) on the CARCD/Insperity payroll receive the same benefit package. The employer cannot opt out if the employee opts in. The 401(k) match is triggered only by employee election.
- 5. Costs will increase:** All figures reflect FY 2025–26 rates. Insperity will issue renewal documents in June 2026 for the August 1 renewal; updated cost estimates will be available at that time.
- 6. Onboarding coordination required:** CARCD requests advance notice of the anticipated hire start date to arrange Insperity onboarding and timesheet system setup.

*Sources: CARCD Accounting (Alodie), correspondence February 6 – March 2, 2026; WCB Grant Agreement No. WC-2593DC, Exhibit B (Budget) and Exhibit C (Work Plan), executed February 23/25, 2026; Insperity Invoice Reconciliation Report, payroll date 01/30/2026; Insperity Financial Stewardship Report FY 2025–2026.*



**BOARD PACKET MEMORANDUM**

<b>TO:</b>	TEAMRCD Board of Directors
<b>FROM:</b>	Teri Biancardi, Board President
<b>DATE:</b>	March 12, 2026
<b>RE:</b>	SDRMA Insurance Review – District Coverage and New Projects
<b>AGENDA ITEM:</b>	IV.C – Insurance Review

**PURPOSE**

This memorandum summarizes a coverage review conducted with the Special District Risk Management Authority (SDRMA) in February 2026. The review was initiated by the Board to ensure that the District's existing insurance coverage adequately addresses its current and anticipated project activities, including the Rainbow Canyon I-15 Wildlife Crossing and the California Department of Fish and Wildlife Cannabis Restoration Grant project.

**BACKGROUND**

On February 6, 2026, Board President Biancardi contacted SDRMA Chief Underwriting Officer Wendy Tucker to inquire about the process for ensuring adequate coverage when taking on new projects. The District identified two specific grant-funded projects potentially requiring coverage consideration: (1) the Rainbow Canyon I-15 Wildlife Crossing, which would involve a Wildlife Conservation Board agreement, a Caltrans agreement in draft form, a Nature Conservancy MOU, subcontractors, and new project staff; and (2) the CDFW Cannabis Restoration Grant project, which would also involve subcontractors.

SDRMA requested supporting materials to conduct a full review. President Biancardi provided the WCB agreement template and the grant application for the Wildlife Crossing project. She noted that because the grant had not yet been formally awarded, not all agreements were in place, but that the WCB agreement had been reviewed and approved by both the Board and district counsel.

**SDRMA FINDINGS**

On February 25, 2026, SDRMA Underwriting & Program Manager Amy Sutherlin completed the review and communicated the following:

1. **No coverage gaps identified.** SDRMA did not identify any activities related to the reviewed projects that would be excluded under the District's existing coverage.
2. **Additional insured requirement recommended.** As a best practice, SDRMA recommends that the District require all contractors to name TEAMRCD as an additional insured on their policies.
3. **Reference manual provided.** SDRMA provided the Insurance Requirements in Contracts (IRIC 2026.1) manual as a reference guide for use by the District and its legal counsel when drafting agreements with contractors and partner agencies.

**OUTSTANDING ITEMS**

The CDFW Cannabis Restoration Grant project was not fully reviewed in this exchange. President Biancardi indicated she would provide the CDFW application materials separately once the Wildlife Crossing review was complete. The Caltrans agreement for the Wildlife Crossing is currently in draft form; SDRMA should receive that agreement for review once it is further developed.

**RECOMMENDED NEXT STEPS**

1. Incorporate the additional insured requirement as a standard provision in all District contractor agreements, consistent with SDRMA's recommendation and the IRIC 2026.1 manual.
2. Forward the Caltrans agreement to SDRMA for review once the draft is sufficiently developed.
3. Initiate a follow-up review with SDRMA for the CDFW Cannabis Restoration Grant project.
4. Ensure district counsel has access to the IRIC 2026.1 manual when drafting grant-related agreements.

*Source: Email exchange between Teri Biancardi (TEAMRCD) and Wendy Tucker / Amy Sutherlin (SDRMA), February 6–25, 2026. SDRMA contact: Amy Sutherlin, Underwriting & Program Manager, [asutherlin@sdrma.org](mailto:asutherlin@sdrma.org), 916.231.4118.*

Mission Resource Conservation District  
 Table: WETA Program

Period Covered	Invoice #	Hours	Program Name	Invoice Copy Path	Hours	Education/Institution	# of Eval	Operator Evaluation	# Performed	Pump Efficiency	Mileage	Travel Cost	Hours	Training	NICS Tech Assl Support		Self Health Test		Water Quality		Equipment & Supplies	Sub Total	Hours	SAM Grant Admin	Program Total	
															Contingency	Support	Hours	Self Test	Hours	Water Test						Description
Plan Review				\$145,800.00				\$ 24,000.00		\$ 27,000.00		\$9,300.00			\$145.80	\$10,200.00									\$	
Preventive Review 10-21-25				\$22,000.00				\$ 18,000.00		\$ 18,000.00		\$7,000.00			\$220.00	\$18,000.00									\$	
				\$15,000.00				\$ 15,000.00							\$150.00	\$15,000.00									\$	
1/1/2024 - 1/31/2024	3407	8	\$ (380.00)	0	\$ -	5	\$ (225.00)	7	\$ (1,025.00)	0	\$ -	270	\$ (184.50)	0	0	3	\$ (135.00)								-4,394.02	
3/1/2024 - 3/31/2024	3410	4	\$ (180.00)	0	\$ -	15.75	\$ (708.75)	3	\$ (1,875.00)	0	\$ -			0	0	15	\$ (675.00)								-2,763.75	
5/1/2024 - 5/31/2024	3416	16.25	\$ (781.25)	0	\$ -	17	\$ (783.00)	0	\$ -	2	\$ (1,000.00)	90	\$ (60.30)	0	0	12	\$ (660.00)								-2,516.55	
4/1/2024-4/30/2024	3424	5.5	\$ (247.50)	0	\$ -	35.5	\$ (1,855.00)	2	\$ (1,050.00)	1	\$ (500.00)	488.2	\$ (114.64)	0	0										-3,666.19	
5/1/2024 - 5/31/2024	3428	2.5	\$ (112.50)	0	\$ -	0	\$ -	2	\$ (950.00)	1	\$ (500.00)	218	\$ (145.00)	0	0			2	\$ (85.00)		Lemonus Tankpad \$ (85.10)				-4,258.00	
6/1/24 - 6/30/24	3430	8	\$ (360.00)	0	\$ -	4.75	\$ (214.75)	4	\$ (2,075.00)	4	\$ (2,000.00)	205.4	\$ (177.90)	0	0										-4,826.70	
7/1/24 - 7/31/24	3443	5	\$ (225.00)	0	\$ (16,050.00)	13.25	\$ (578.25)	3	\$ (1,650.00)	0		285	\$ (190.95)			4.5	\$ (157.50)								-19,249.70	
8/1/24 - 8/31/24	3449	0	\$ -	0	\$ -	8.5	\$ (382.50)	4	\$ (2,400.00)	1	\$ (500.00)	373	\$ (249.93)	0	0	5	\$ (275.00)				Workshop Suppl \$ (23.80)				-3,811.27	
9/1/24 - 9/30/24	3454	3	\$ (135.00)	0	\$ -	28.75	\$ (1,293.75)	4	\$ (2,000.00)	4	\$ (2,000.00)	532	\$ (354.44)	0	0	15	\$ (675.00)								-4,915.17	
10/1/24 - 10/31/24	3459	2	\$ (90.00)	0	\$ (48,150.00)	24	\$ (1,292.50)	4	\$ (2,250.00)	0	\$ -	367.6	\$ (112.20)	0	0	4.5	\$ (187.50)			2	\$ (137.80)		Shipping/Intl w/ \$ (180.90)			-52,196.18
11/1/24 - 11/30/24	3467	5	\$ (225.00)	0	\$ -	25	\$ (1,142.50)	4	\$ (1,800.00)	0	\$ -	180	\$ (124.40)	0	0	4	\$ (180.00)			2	\$ (137.80)		2	\$ (180.41)		-4,991.19
12/1/24 - 12/31/24	3471	4	\$ (180.00)	0	\$ -	23.75	\$ (1,068.75)	1	\$ (625.00)	4	\$ (2,000.00)	135	\$ (90.45)			3	\$ (165.00)								-1,781.84	
1/1/25 - 1/31/25	3480	13.5	\$ (607.50)	0		83.5	\$ (3,827.50)	4	\$ (2,025.00)	0		0		0	0	4	\$ (220.00)				Workshop Suppl \$ (80.70)				-4,760.70	
3/1/25 - 3/31/25	3486	2	\$ (90.00)	0		47.5	\$ (2,137.50)	4	\$ (2,000.00)	0		0		0	0	4	\$ (200.00)								-4,407.00	
5/1/25 - 5/31/25	3491	6.5	\$ (292.50)	0	\$ (2,314.78)	43.75	\$ (1,948.75)	5	\$ (2,300.00)	0		0		0	0	5	\$ (275.00)								-7,001.04	
4/1/25 - 4/30/25	3497	8.5	\$ (382.50)	0		37.75	\$ (1,698.75)	0		14	\$ (7,000.00)	0		0	0	0					Workshop Suppl \$ (46.50)				-8,992.84	
5/1/25 - 5/31/25	3505	30	\$ (1450.00)	0		102.25	\$ (4,412.25)	3	\$ (1,575.00)	1	\$ (500.00)					3	\$ (165.00)			3	\$ (176.90)				-4,318.24	
6/1/25 - 6/30/25	3509	6.75	\$ (303.75)	0	\$ (3,708.00)	45	\$ (2,025.00)	1	\$ (625.00)	0		0				4.75	\$ (201.25)								-5,102.81	
7/1/25 - 7/31/25	3518	11.25	\$ (506.25)	0		83.5	\$ (4,157.50)	1	\$ (625.00)	0		0				1	\$ (50.00)			2	\$ (74.52)		1	\$ (72.45)	Postage/Town/Gr \$ (248.52)	-5,539.24
8/1/25 - 8/31/25	3521	6	\$ (270.00)	0		50.25	\$ (2,261.25)	5	\$ (2,750.00)	0		0				5	\$ (275.00)								-5,511.25	
9/1/25 - 9/31/25	3530	9.5	\$ (427.50)	0	\$ (4,889.18)	92	\$ (4,140.00)	4	\$ (1,900.00)	0		0				4	\$ (220.00)				Workshop Suppl \$ (78.14)				-14,827.87	
10/1/2025-10/31/2025	3537	7.5	\$ (337.50)			35	\$ (1,575.00)			2	\$ (1,000.00)														-2,912.50	
11/1/2025-11/30/2025	3542	11	\$ (495.00)			46.5	\$ (2,092.50)			2	\$ (1,000.00)							2	\$ (137.80)						-3,705.48	
12/1/2025-12/31/2025	3548	11	\$ (495.00)	\$ (3,831.31)		58.75	\$ (2,643.75)	3	\$ (1,350.00)	0		172.00	\$ (120.40)			3	\$ (150.00)			1	\$ (138.81)		1	\$ (72.45)	Supplies (416.10)	\$ (5,041.66)
1/1/26 - 1/31/26	3553	10	\$ (450.00)			85	\$ (3,825.00)	4	\$ (1,775.00)	0		4	\$ (2.80)			4	\$ (220.00)								\$ (8,279.10)	
2/1/26 - 2/28/26	3557	10.25	\$ (461.25)			61.75	\$ (2,778.75)	3	\$ (1,675.00)	0						3	\$ (165.00)			3	\$ (186.30)				\$ (8,379.25)	
Open Balance		155.75	\$ (701.25)	0	\$ (2,947.03)	798.25	\$ (3,281.25)	36	\$ (28,600.00)	36	\$ (3,500.00)	3,072.40	\$ (1,130.70)	0	0	0	\$ (100.75)	\$ (2,389.37)	13	\$ (553.94)	3	\$ (172.14)	0	\$ (304.06)	\$ (19,258.14)	\$ (26,914.34)



**Water Efficiency Technical Assistance (WETA) Program**  
**Grant Narrative Report: Irrigation and Nutrient Management Training**  
**Work Period: 2/01/26 – 2/28/26**  
**Completed by: Mary L Rodriguez**  
**Date Submitted: 3/02/26**

**Work Summary WETA Program- February 2026**

Date	Hours	Program	Unit Cost	Total Cost	Details
2/2/2026	2.75	TEAM WETA	45	123.75	Upload hours for the monthly report, worked and submitted WETA report for the month of January, replied to emails for evaluations.
2/4/2026	1.75	TEAM WETA	45	78.75	Review communications from Rainbow water and put together information for the postcards for tomorrow.
2/7/2026	7.5	TEAMWETA WKSHP	45	337.5	This morning meeting growers in Fallbrook, After meeting went to a meeting with the grower for the presentation with the water districts.
2/9/2026	7	TEAM WETA	45	315	Earlier today I worked on the agenda, after attending meeting WSA in Temecula.
2/10/2026	1	TEAM WETA	45	45	Sent an email request to Jameson for the report evaluation and followed up with the growers I met at last night's meeting.
2/10/2026	1	TEAM WETA	45	45	I started sending out communications for the following Workshop March 5th and replied to emails from the Water Districts.
2/13/2026	2.5	TEAM WETA	45	112.5	Follow ups with speakers for the WS, got three new applicants for the WETA evaluation, sent requests for communication with the growers, received call from grower I met on the last workshop- provided additional info, and replied on emails regarding slides.
2/14/2026	3	TEAM WETA	45	135	Temecula: farm visit - report interpretation & work priorities.
2/17/2026	1.5	TEAM WETA	45	67.5	Replied to emails and called back for the Workshop.
2/17/2026	3	TEAM WETA	45	135	Created draft presentation for one of the presenters & meeting with Jeff Dickinsons @ Fallbrook, and return car to the CHD.
2/18/2026	4	TEAM WETA	45	180	Updated slides for the presentation in automation, requested pictures for the other presentation, sent contact info again, took a phone called grower from Temecula to sign up for WETA, and sent information to Mia including another 2 people ready to sign up for the evaluation.
2/19/2026	1.75	TEAM WETA	45	78.75	Sent flyers to growers interested in the workshop, sent reminders to Jeff, and update the agenda for the WS.
2/20/2026	2	TEAM WETA	45	90	Escondido- Delivery of flyers for the WS.



**Water Efficiency Technical Assistance (WETA) Program**  
**Grant Narrative Report: Irrigation and Nutrient Management Training**  
**Work Period: 2/01/26 – 2/28/26**  
**Completed by: Mary L Rodriguez**  
**Date Submitted: 3/02/26**

2/21/2026	2.5	TEAM WETA	45	112.5	Temecula- pruning workshop WS.
2/23/2026	2	TEAM WETA	45	90	Delivery of flyers for the WS - Rainbow.
2/26/2026	4.75	TEAM WETA	45	213.75	Pala: Meeting Avocado growers.
2/26/2026	1	TEAM WETA	45	45	Received phone call from the AGC regarding the Workshop. Request slides to two of the presenters in the WS and purchase of USB.
2/27/2026	3.75	TEAM WETA	45	168.75	This morning: Delivery of flyers Bonsall area, after follow-up on emails from growers signed up for WETA evaluation, grower who received the evaluation, and I got a new applicant for the irrigation evaluation.
2/28/2026	3.25	TEAM WETA	45	146.25	Drop off flyers in Fallbrook, connected to growers @ F.Market and invited them to the next week Workshop.
<i>Subtotal(h) = 48.5</i>			<i>Subtotal = 2182.5</i>		<i>: TEAM WETA</i>
<i>Subtotal (h)= 7.5</i>			<i>Subtotal = 337.5</i>		<i>: TEAMWETA WKSHP</i>
<b>TOTAL (h) = 56</b>			<b>TOTAL (USD)= 2520</b>		

## PROJECT PROGRESS SUMMARY

### Project Progress:

- Promoted WETA evaluations through targeted participation in Temecula and other local networking events.
- Promoted the March 5<sup>th</sup> event, “Best Water Management Practices for Avocados and Citrus Workshop”, held from 1:00–3:00 p.m.
- Finalized the postcard design and began distribution.
- Secured additional growers for the WETA evaluation.

### Project Goals for Next Period:

- Participate in community activities and events to continue promoting the WETA program.
- Distribute new postcards in Temecula through USPS mailers.
- Partner with local agricultural suppliers in Temecula to display flyers or share program information.

**From:** donotreply@sam.gov  
**Subject:** CONFIRMATION: Registration Submitted for TEMECULA ELSINORE ANZA MURRIETA RESOURCE CONSERVATION DISTRICT / TMXGW4KC3PS6 / 9VKP1 in the U.S. Government's System for Award Management (SAM)  
**Date:** March 4, 2026 at 9:13 PM  
**To:** teri.biancardi@teamrcd.org



*This email was sent by an automated administrator. Please do not reply to this message.*

Dear Teri Biancardi,

You successfully submitted the entity registration for TEMECULA ELSINORE ANZA MURRIETA RESOURCE CONSERVATION DISTRICT / TMXGW4KC3PS6 / 9VKP1 in the U.S. federal government's System for Award Management (SAM). This registration record will remain in Submitted status until all external validations are complete.

What happens next?

1. If you provided a Taxpayer Identification Number (TIN), the Internal Revenue Service (IRS) will conduct a validation of your TIN and Taxpayer Name. This step can take two business days. You will get an email from SAM.gov when that review is complete.
2. Your registration will then be sent to the Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) Code system for assignment or validation of your CAGE Code. This step averages two business days, but the DLA CAGE team can take up to ten business days, or longer, in peak periods. You will get an email from SAM.gov when that review is complete.
3. If the DLA CAGE team has any questions, they will contact the individual you listed as the Government Business Point of Contact (POC) via email. The email will come from a dla.mil address. Please tell your Government Business POC to respond right away to any requests from a dla.mil email. If a timely response is not received, your registration will be returned to SAM and your registration status changed to Work in Progress. You will have to resubmit and provide the requested information to DLA CAGE to continue.
4. You will get an email from SAM.gov when your registration passes these external validations and becomes Active. Until then, use the Check Registration Status link at SAM.gov to see where your registration is in the review process.
5. If you have not previously submitted a notarized letter formally designating the Entity Administrator for your entity, you must do so now. Failure to do so within 60 days of activation may result in the registration no longer being active. NOTE: You are not required to provide a notarized letter for a federal entity registration.

Remember, this process is entirely FREE to you. It is FREE to register and maintain your registration in SAM. It is FREE to get help with your registration from the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov) or by telephone at 866-606-8220 (toll free) or 334-206-7828 (internationally).

In addition, if you are a small business located in the U.S. and its outlying areas, you can get FREE support from your local [APEX Accelerator](#) (formerly known as PTAC), an official resource for government contracting assistance. Go to <https://www.apexaccelerators.us> to find your closest office.

Thank you,  
The System for Award Management (SAM) Administrator  
<https://iprod.sam.gov>

## **Conservation Technician Update**

**February 2026**

The home hardening program has been my primary focus this month, and the program is now in a position to launch in March. I built out the interactive sign-up form and the regional assessment calendar, which assigns residents to assessment windows based on their area; Anza and Aguanga are slotted for March and April, La Cresta for June and July, and Sage and greater Temecula for September and October. The scheduling logic took several rounds of iteration to get right, particularly on mobile, since that is how most residents are going to access the form and I wanted to make sure it worked cleanly on smaller screens before we started pushing it out. I also developed advertising materials and a guide on locally appropriate wildfire resilient plants to hand out during assessments, focusing on species that do well in our area and are low maintenance enough that people will actually follow through on planting them. On the field side of things, I started building a tablet based data collection tool to replace paper forms during assessments, which should cut down on the time I spend transferring notes after each visit. Five assessments have been completed so far with positive feedback from residents. I did miss the Cal Fire Qualified Entities workshop due to a calendar error on my end, which I am not happy about; the next registration window opens in May and I have already been in contact with the course coordinator to get on the list. We are continuing to run assessments under our current framework in the meantime, and the certification will formalize what we are already doing rather than change the process itself.

The Lake Elsinore trash cleanup has been on hold due to weather for most of this month, but conditions are starting to improve. I have been visiting the site regularly to check whether we can safely bring equipment in, and the most recent visits suggest we are getting close. The flooding that kept us out earlier in the winter has receded and the ground is firming up; if we can get a stretch of dry weather I think we will be able to mobilize within the next couple of weeks. I have been staying in contact with Flood Control and with Elias to make sure we are ready to move as soon as conditions allow. The cleanup itself should be straightforward once we can get access; it is similar in scope to the cleanups we have done with Flood Control before, mostly removing trash and debris from the camps we identified last year. Some areas are in worse shape and will need replanting, but the priority for now is just getting the site cleared.

WETA outreach picked up this month. I made two trips to Anza for flyering and business outreach, talking to local shops about putting up both WETA and home hardening materials. Getting out to Anza matters because that part of the district tends to be underserved by our programs and there is genuine interest from the ag community there when someone actually shows up. I also did flyering in Lake Elsinore and spent time updating outdated content on the website, including the Rancho Water section and the WETA program announcement language. The website work was overdue and I did a broader cleanup pass while I was in there, going through pages and fixing things that had gotten stale.

Other work this month included putting together GIS materials for Fish and Wildlife Service, attending a CDFW cannabis restoration grant check in on Teams, working on the Whitewood mitigation documentation for the developer inquiry, cleaning up the district project manager job posting on the website, drafting my performance review, and general administrative tasks. Homeless monitoring continued on schedule with two routes covering the Temecula Creek, Lake

Elsinore, and Santa Gertrudis channels; conditions have been quiet with no new camps or activity on either run. Looking ahead, March is going to be focused on launching home hardening assessments to residents, getting the Elsinore cleanup underway, and continuing to build WETA connections in Anza.