

## **Minutes:**

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

#### **Regular Meeting**

**Friday, July 2, 2009, 1:30 pm**

**Santa Rosa Plateau Ecological Reserve Visitor Center**

**Call to Order:** President Long called the meeting to order at 1:40 pm.

**Attendees:**

**Directors:** Vicki Long, Pam Nelson, Bob Wheeler, Matt Rahn, and Terry Whittington

**Associate Directors:** Dan Matriasciano, Jon Kochersberger

**Counsel:** Ray Johnson

**Public:** Greg Fankhanel (TRS), John Rogers, and Kathi Head

**Minutes of June 12, 2009:** Motion to approve, Dir Long, second Dir. Whittington, approved, 5-0.

**Minutes of special meeting, May 22, 2009:** Motion to approve, Dir. Rahn, second, Dir. Whittington, approved, 5-0.

**Public Comments:** none

**Presentations:** none

**Financial report:** Dir. Whittington went over our accounts. Three checks were written for rent, phone and electricity. He questioned the various bank charges and will look into those.

**Board Correspondence:** Dir. Long passed documents about an NOP for a Wildomar property. She said it appears to be consistent with the GP and is in a designated commercial area near Bundy and I-15. There are no fragile habitats or riparian areas for us to be concerned about.

**Board Action Items** - Approval requires a majority vote of directors

District expenses:

- 1.1 Special Districts Risk Management Assoc.(SDRMA): \$1847 for yearly insurance. This covers general liability, public official errors and omissions and a rider for the new office site. Dir. Whittington questioned the late dues charge. Dir. Long will call and get that corrected and send in the adjusted amount, subtracting that fee. Dir. Wheeler mentioned we could purchase Workmen's Comp. from them. Dir. Long will investigate that. Motion, Dir. Nelson, second, Dir. Whittington, approved, 5-0.
- 1.2 Live Oaks Associates for conservation easement, 1600 permit and mitigation project biological work (continued from last month). Dir. Whittington asked why this would be paid form the General fund and not a specific account for this project. Dir. Long said that the funds come from 3 accounts and these are the admin. funds (10% overhead) from those accounts. There is no one account that is designated for this work. Fish and Game is requiring this to satisfy the mitigation requirement from a few years ago. Ray Johnson added that these admin. funds need to be tracked to the 3 accounts. Dir. Rahn said the backup documentation he requested was not here. Dir. Wheeler asked if he is billed by the hour and would like to see that in the documentation. Ray

J. suggested the Board should have an accounting workshop. Dir. Long tabled the item.

**Board Actions:**

**2.1** Committee to write a Code of Conduct for the Board. Dir. Wheeler said it was not necessary and the codes of the State are sufficient. Dir. Whittington agreed, if the State already has a code. Ray J. said there are statutes about responsibilities, but not conduct. Kathi Head said that organizations usually have their own and they are not always the same. Dan and Ray mentioned that Robert's Rules are supposed to be used, but they may be more formal and more specific to the organization. Dir. Wheeler thought the Code of Ethics training was enough, but Dir. Nelson said that training was more for conflict of interest and economic ties to projects. Jon K. said the Code would be good for continuity of the Board as would the other Board-specific policies. It keeps the meetings on track. Motion, Dir. Nelson, second, Dir. Rahn, approved, 4-0, Dir. Wheeler abstained.

**2.2** Hire Teaman, Ramirez & Smith (TRS) as accounting firm to replace Nigro & Nigro. Greg Fankhanel reviewed the proposal that had been emailed to the Board. All services will be performed at our office on a separate dedicated computer that is not attached to the internet (for security). Checks will be written at our office and all documents will be secured there too. The structure will be setup like the other RCDs. Dir. Whittington wanted a proposal that was more specific to our RCD. Greg F. said this one is, it is difficult to show the specific tasks for each month because they are different month-to-month. He pointed out the types of tasks and the estimated cost per month. Dir. Wheeler questioned the security of our documents with this accounting setup. He also said that TRS is not local and we would have to bear traveling costs. Greg F. said that would not be a problem since their employee lives in Temecula. Ray J. mentioned that TRS has an advantage since they are familiar with RCDs and therefore are different than the average accounting firm. Dir. Long said they will be less costly because they are more familiar with our needs and that the SAWA auditors were very pleased with the TRS accounting. Greg F. said they spend lots of time preparing for audits and are available for questions. Dir. Rahn and Whittington were concerned about Riverside location, but agreed a local employee would solve that problem. Dir. Rahn said our present accountant is good, but likes the efficiency of one accountant for both payroll and other. Ray J. wondered if we could just do it all by sending documents to the TRS office, but was told that would not be as secure. Dir. Wheeler asked to amend the motion and proposed that the topic be deferred for a more thorough examination because he felt rushed. There was no second. The original motion by Dir. Nelson, second, Dir. Rahn, approved, 4-1. Dir. Long will contact Nigro and Nigro about changing from them to TRS.

**2.3** SDRMA candidates—continued to next meeting

**Closed Session:** District manager and legal

Came out of closed session with a decision on the manager's pay package. Also, discussed items relative to the District's Clinton Keith property.

**Reports:**

Agency: Bob Hewitt, NRCS absent.

Director: no reports

Legal: Johnson and Sedlack, Ray Johnson, attended a conference on AB811 which allows cities, counties and other government entities to offer financial programs (called California First) to property owners that want to improve energy efficiency by improving their home and/or using alternative energy. The property will have a lien and the government entity will take payments until the "loan" is paid off.

**Adjournment:** Motion, Dir. Whittington, second, Dir.Nelson, approved, 4- 0 (Dir. Rahn had left). 4:08pm

Board approved:

Sam Nelson  
Signature, title

8/14/09  
date