

## MINUTES

### Temecula-Elsinore-Anza-Murrieta Resource Conservation District Regular Board Meeting Thursday, April 13, 2023 – 4:00 p.m.

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

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#### I. PRELIMINARY FUNCTIONS

**Call to Order – Pledge of Allegiance**  
**Roll Call/Establish a Quorum**

**Directors Present:** Rose Corona (President), Newt Parkes (Secretary/Treasurer), Jeff McClenahan (Director), Pablo Bryant (Director), Teri Biancardi (Director)

**Directors Absent: None**

**Associate Directors Present: Rick Neugebauer, Sebastian Valente**

**Associate Directors Absent: None**

**Office Manager: Rae Shirer - Present**

**District Counsel: Aaron Gettis**

**Guest Speakers: None**

**Public Guests:** Randy Feeney, Bradley Greenman (attorney with Tyler & Bursch), Bernie Traux

#### **Public Comment**

Bernie Traux, Traux Development, addressed the board on the topic of his February 2023 letter to the board. He noted his support for the work of TEAM RCD and that the Traux meeting room would remain available so long as the TEAM RCD meetings are not loud and/or disruptive to him or to tenants in the building. President Corona thanked him for his comments and Mr. Traux then left the meeting.

#### **Approval of Agenda**

President Corona called for a motion to approve the consent calendar, correspondence and general information. Director Biancardi objected to the minutes and requested to pull them. Director Bryant moved to pull the minutes, but to approve the financials and consent calendar. Director Biancardi seconded. Upon a unanimous roll call vote, the motion passed.

The board next discussed the draft minutes of the March 2023 meeting. Director Biancardi again noted to her objection to extensive narrative minutes and that the minutes contained errors. Director Bryant concurred. President Corona commented that a narrative format is used because, historically, the minutes were not properly maintained and there were board decisions and transactions that were not properly documented. The board continued to discuss the format of the minutes and possible alternatives of posting written transcripts of the audio along with shortened minutes, and/or the audio itself. Following this discussion President Corona moved to table further action on the minutes until the next meeting, allowing each director to review and make corrections, additions, and revisions. Director Parkes seconded. Upon a unanimous roll call vote, the motion passed.

#### II. CONSENT CALENDAR

**III. CORRESPONDENCE**

**IV. GENERAL INFORMATION**

**V. ACTION ITEMS/ DISCUSSION CALENDAR**

- 1. Update on City of Menifee Wildlife Appreciation Day** – Directors Biancardi and McClenahan discussed the event, describing the TEAM RCD presentation as popular, drawing families and other presenters with a display of stuffed owls and information regarding the importance of raptors to our environment. The event attracted coverage by the Valley News. The TEAM RCD representatives also had positive talks with San Jacinto RCD and NRCS regarding coordinating and improving presentations for future environmental/wildlife events. The board then discussed printed materials and other items for future use, as well as sending out thank you cards to participants and sponsors after an event.
- 2. Update on partnership for Murrieta Public Library on Earth Day, April 22, 2023 for community Outreach in collaboration with Mission RCD** – President Corona reported that our participation was no longer needed as Lisa Dibble, our intended representative, was already attending as a representative of Xerces.
- 3. Update and discussion regarding Contract with RCWD Crop Swap, AEIP and Root Stock swap programs** – President Corona reported that James Law of Santa Ana Watershed Association was working with Mission RCD to familiarize himself as a “back up” to Mission in the event that Mission is short-staffed again this summer. She also reported that the new contract with Rancho California Water District is still in negotiations and has not yet been signed, due the RCWD’s own funding reviews and delays. There is also discussion of extending these programs further south into San Diego County.
- 4. Discussion of request for closed session in order to discuss the letter sent to TEAM RCD related to a litigation, ethical screening of District Counsel and potential impacts on the District** – District Counsel Gettis explained the criteria for meeting in closed session: while pending litigation against the District can and should be discussed in closed session, litigation that is against other parties and not the District cannot be discussed in closed session. He noted that the litigation hold letter received by the District pertained to potential litigation against the County of Riverside and not against TEAM RCD and therefore could not be discussed in closed session.

Counsel Gettis then discussed his ethical obligations and the obligations of the Office of County Counsel generally regarding this matter. He stated that the office has established an “ethical screen” and that he has no access to information regarding the litigation and no interaction with attorneys handling that matter.

Members of the board continued to express concern regarding the litigation hold letter and their individual responsibilities. Counsel Gettis reiterated that TEAM RCD and its board are only subject to the obligation to retain all documentation and if the litigation does go forward, we may be asked to produce the documents at some later date.

**5. Discussion and possible vote on whether the attorney/client privilege on the SAWA memo should be lifted** – Director Biancardi had requested that the board revisit this issue. Counsel Gettis stated that, to him as an attorney, attorney-client is sacrosanct and that it would be bad policy to waive privilege. He noted that it could be an “informed waiver” but that no other client of his had ever done so. The board then questioned Counsel Gettis regarding the possible consequences of waiver and its affect on other privileged items. Counsel Gettis, in response to a question from Director Bryant, confirmed that he represents the board of directors as a whole and not any individual director. The board further discussed options to obtain opinions and information without disclosing the protected memorandum. The board then tabled the matter, with all directors to receive a copy of the protected memorandum before the next regular meeting.

**6. Update on Urban Ag Grant** – President Corona reported that there has been no forward movement but that she has left messages to discuss it.

## **VI. NEW BUSINESS**

- 1. Discussion and vote to approve changing monthly meeting times from 16:00 to 15:00** – Director McClenahan withdrew the proposal.
- 2. Discussion and vote to approve moving monthly TEAM RCD meeting to the Bureau ....of Reclamation Conference Room located at 27226 Via Industrial, Suite A Temecula, CA 92590** -- Director McClenahan withdrew the proposal.

## **VII. OLD BUSINESS**

- 1. Homeless Monitoring** – Director Parkes reported that Temecula Creek AD159 and Santa Gertrudis are still monitored and that some clearing has occurred at Santa Gertrudis. Lake Elsinore is “status quo”, with monitoring and reporting of homeless activity to the Lake Elsinore campaign, code enforcement, law enforcement, etc. He noted that there is new possible funding from Project Homekey for improvements at the Anchor.
- 2. Anza/Aguanga** – No report.
- 3. Flood Control and Crop Swap Reports** – President Corona reported that flood control projects were complete for the fiscal year and that budgeting was in process for next year. She also reported that Chief Engineer Amad Guirguis was retiring. Director Biancardi asked to be included in any negotiations with Riverside County Flood Control. President Corona explained the budgeting process and that there was little to no negotiation involved. Office Manager Shirer stated that she would send a link to the Airtable project management portal so that all directors could review the projects, budgets and reports.

4. Long Range Strategic Plan – President Corona reported that she had contacted CARCD regarding a facilitator for development of the plan. Bill Long at Solid Ground Consulting is still available and had previously worked with TEAM RCD on the Tier 1 accreditation. That process was paid for with a \$10,000 grant from CARCD. A new grant may be available for development of the next plan.

#### **VIII. FUTURE AGENDA ITEMS**

President Corona listed items to be added to the next regular meeting:

1. Election for the office of president;
2. Discussion of Associated Directors' policy;
3. Minutes of March 9, 2023.

Director Biancardi opened discussion of the process for adding items onto the Agenda, noting that she expected to see the discussion of Associate Director policy on the agenda for this meeting and that she had submitted that item and the election of president for inclusion prior to the deadline for agenda items. Counsel Gettis advised that discussion of the policy and procedure for adding agenda items was not appropriate at this time. Director Biancardi stated "It is absolutely appropriate to talk about the process by which agenda items are added to the agenda. To be shut down as I'm trying to explain how they weren't added to the agenda is completely inappropriate. I want my comments to be noted in the minutes."

#### **IX ADJOURNMENT**

There being no further business to come before the board, Director Corona called for a motion to adjourn. The motion being made, seconded and voted, the meeting adjourned at 5:32 p.m.

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Secretary/Treasurer

# CONSENT CALENDAR

## FINANCIALS

# Monthly Management Report

Temecula-Elsinore-Anza-Murrieta Resource Conservation District  
For the month ended April 30, 2023



Prepared on  
**May 5, 2023**

# Profit and Loss YTD Comparison

April 2023

	Apr 2023	Jul 2022 - Apr 2023 (YTD)	Total
<b>INCOME</b>			
Admin Fees			3,710.00
CropSwap Income			17,050.00
Interest Income			0.94
Investments			
Interest-Savings, Short-term CD			4,734.66
<b>Total Investments</b>			<b>4,734.66</b>
MRCO Income			1,558.50
RCFC Pilot Projects			
Helash Mitigation Site			9,582.72
Hildy			3,025.67
Murrieta Creek - Line F			1,844.17
Palomar Corydon Channel			335.45
Planning & Compliance			3,061.50
Santa Gertrudis Creek			51,233.07
Temecula Creek AD 159			36,221.99
Transient Monitoring			32,438.02
Tucalota Creek Phase III			4,918.82
VV Channel			25,956.23
Warm Springs/Benton Channel			648.54
Warm Springs/French Valley			8,754.68
<b>Total RCFC Pilot Projects</b>			<b>178,020.86</b>
SAWA Administration/FC	1,472.60		13,063.30
Sponsorships			5,300.00
Water Audits Income			16,800.00
<b>Total Income</b>	<b>1,472.60</b>		<b>240,238.26</b>
<b>GROSS PROFIT</b>	<b>1,472.60</b>		<b>240,238.26</b>
<b>EXPENSES</b>			
Contract Services			
CropSwap Management			
Post Audit	415.00		3,280.00
Pre Audit			4,835.00
<b>Total CropSwap Management</b>	<b>415.00</b>		<b>8,115.00</b>
Outside Contract Services			5,554.96
RFC FACILITIES			
HELASH	3,027.88		5,857.71
HILDY	2,114.29		5,653.14
HOMELESS MONITORING	4,070.99		21,076.21
MURRIETA CREEK LINE F	242.97		1,040.82
PALOMAR-CORYDON CHANNEL	2,695.59		3,837.30
SANTA GERTRUDIS CREEK	6,032.78		78,725.52

		Total
	Apr 2023	Jul 2022 - Apr 2023 (YTD)
TEMECULA CREEK AD 159	6,883.50	39,614.96
TUCALOTA CREEK 3	834.41	1,157.92
TUCALOTA CREEK I & II	1,499.78	1,824.16
VV CHANNEL	6,379.35	15,942.79
WARM SPRINGS / FRENCH VALLEY		27,482.98
WARM SPRINGS/BENTON CHANNEL		72,564.01
WILDOMAR CHANNEL	775.03	2,143.81
<b>Total RFC FACILITIES</b>	<b>34,556.57</b>	<b>276,921.33</b>
Water Audit Management	479.03	479.03
Post Audit		335.00
Pre Audit		5,930.00
<b>Total Water Audit Management</b>	<b>479.03</b>	<b>6,744.03</b>
<b>Total Contract Services</b>	<b>35,450.60</b>	<b>297,335.32</b>
General and Administration		
Accounting Fees		
Audit and Audit Documentation		3,000.00
Bookkeeping		1,595.10
<b>Total Accounting Fees</b>		<b>4,595.10</b>
Administrative Consulting		2,920.50
Computer, Data and Software	55.00	3,742.08
FC - Annual Fee		3,876.00
Insurance - Liability, D and O		2,924.92
Legal Fees	1,004.45	2,497.87
Membership Dues		381.30
Office Supplies		531.55
Quickbooks-Accounting		245.00
Transcription	87.04	412.38
Website Expenses	25.00	3,485.00
<b>Total General and Administration</b>	<b>1,171.49</b>	<b>25,611.70</b>
Travel and Meetings		
Conference, Convention, Meeting	278.35	278.35
<b>Total Travel and Meetings</b>	<b>278.35</b>	<b>278.35</b>
Uncategorized Expense		147.50
<b>Total Expenses</b>	<b>36,900.44</b>	<b>323,372.87</b>
<b>NET OPERATING INCOME</b>	<b>-35,427.84</b>	<b>-83,134.61</b>
<b>OTHER INCOME</b>		
AMEX Cash Rewards	1.92	53.72
<b>Total Other Income</b>	<b>1.92</b>	<b>53.72</b>
<b>NET OTHER INCOME</b>	<b>1.92</b>	<b>53.72</b>
<b>NET INCOME</b>	<b>\$ -35,425.92</b>	<b>\$ -83,080.89</b>



# Balance Sheet

As of April 30, 2023

	Total
<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	34,954.97
<b>Total Chase CD</b>	<b>324,954.97</b>
Checking/Savings	
Chase Flood - 0600	108,739.13
Chase General - 0592	175,470.65
Chase Platinum - 9070	98,244.87
<b>Total Checking/Savings</b>	<b>382,454.65</b>
<b>Total Bank Accounts</b>	<b>707,409.62</b>
<b>Total Current Assets</b>	<b>707,409.62</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>\$1,455,159.62</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
AMEX 41005	53.08
<b>Total Credit Cards</b>	<b>53.08</b>
<b>Total Current Liabilities</b>	<b>53.08</b>
<b>Total Liabilities</b>	<b>53.08</b>
<b>Equity</b>	
Retained Earnings	1,538,187.43
Net Income	-83,080.89
<b>Total Equity</b>	<b>1,455,106.54</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,455,159.62</b>

# Temecula-Elsinore-Anza-Murrieta Resource Conservation District

## Statement of Cash Flows

April 2023

	TOTAL
<b>OPERATING ACTIVITIES</b>	
Net Income	121,754.82
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	-156,595.86
Accts Payable	-584.88
AMEX 41005	-23.04
Out Of Scope Agency Payable	0.00
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-157,203.78</b>
<b>Net cash provided by operating activities</b>	<b>\$ -35,448.96</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>\$ -35,448.96</b>
Cash at beginning of period	742,858.58
<b>CASH AT END OF PERIOD</b>	<b>\$707,409.62</b>

# Accounts Receivable

As of April 30, 2023

Date	Transaction Type	Num	Due Date	Amount	Memo/Description
<b>RCWD - Water Audit/CropSwap</b>					
02/08/2023	Invoice	2023-2370	03/10/2023	1,050.00	
03/27/2023	Invoice	2023-2373	04/26/2023	1,600.00	
03/27/2023	Invoice	2023-2372	04/26/2023	1,000.00	
03/28/2023	Invoice	2023-2374	04/27/2023	1,100.00	
<b>Total for RCWD - Water Audit/CropSwap</b>				<b>\$4,750.00</b>	
<b>Riverside County Flood Control and Water Conservation District</b>					
04/30/2023	Invoice	2023-2379	05/30/2023	335.45	
04/30/2023	Invoice	2023-2378	05/30/2023	2,171.86	
04/30/2023	Invoice	2023-2377	05/30/2023	2,420.05	
04/30/2023	Invoice	2023-2376	05/30/2023	16,149.15	
04/30/2023	Invoice	2023-2380	05/30/2023	3,683.22	
04/30/2023	Invoice	2023-2381	05/30/2023	35,382.70	
04/30/2023	Invoice	2023-2382	05/30/2023	7,954.18	
04/30/2023	Invoice	2023-2383	05/30/2023	13,071.99	
04/30/2023	Invoice	2023-2384	05/30/2023	73,914.06	
<b>Total for Riverside County Flood Control and Water Conservation District</b>				<b>\$155,082.66</b>	
<b>SAWA</b>					
03/01/2023	Invoice	2023-2371	03/31/2023	1,486.80	Administrative, rent and overhead fees.
04/30/2023	Invoice	2023-2385	05/30/2023	1,513.20	Administrative, rent and overhead fees.
<b>Total for SAWA</b>				<b>\$3,000.00</b>	
<b>TOTAL</b>				<b>\$162,832.66</b>	

# A/P Aging Summary

As of April 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
New Options Business Services LLC	587.50					587.50
Riverside Office of County Counsel				3,581.92		3,581.92
<b>TOTAL</b>	<b>\$587.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,581.92</b>	<b>\$0.00</b>	<b>\$4,169.42</b>

# Bills Paid

April 2023

Date	Transaction Type	Memo/Description	Num	Amount
<b>COACHELLA VALLEY RESOURCE CONSERVATION DISTRICT</b>				
04/13/2023	Bill Payment (Check)		1158	-479.03
03/29/2023	Bill		2023-02	479.03
<b>Mission Resource Conservation District</b>				
04/13/2023	Bill Payment (Check)		1159	-415.00
03/29/2023	Bill		3355	415.00
<b>Riverside Office of County Counsel</b>				
04/28/2023	Bill Payment (Check)		1161	-1,004.45
04/19/2023	Bill		84371	1,004.45
<b>Santa Ana Watershed Association</b>				
04/28/2023	Bill Payment (Check)		1036	-34,556.57
04/25/2023	Bill		2023-48	1,733.87
04/25/2023	Bill		2023-51	14,553.15
04/03/2023	Bill		2023-34	2,337.12
04/03/2023	Bill		2023-38	15,932.43
<b>Streamline</b>				
04/05/2023	Bill Payment (Credit Card)			-25.00
04/01/2023	Bill		D79E45E5-0011	25.00
<b>TERI BIANCARDI</b>				
04/13/2023	Bill Payment (Check)		1157	-278.35
03/28/2023	Bill			278.35

# Bills or Reimbursements to Be Paid

As of April 30, 2023

Date	Transaction Type	Num	Due Date	Amount	Open Balance	Memo/Description
<b>Riverside Office of County Counsel</b>						
02/15/2023	Bill	82067	02/25/2023	3,581.92	3,581.92	
<b>Total for Riverside Office of County Counsel</b>				<b>\$3,581.92</b>	<b>\$3,581.92</b>	
<b>TOTAL</b>				<b>\$3,581.92</b>	<b>\$3,581.92</b>	

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Chase General - 0592, Period Ending 04/28/2023

RECONCILIATION REPORT

Reconciled on: 05/05/2023

Reconciled by: Rae Shirer

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	178,069.02
Checks and payments cleared (3)	-1,376.51
Deposits and other credits cleared (1)	1,472.60
Statement ending balance	178,165.11

Uncleared transactions as of 04/28/2023	-2,694.46
Register balance as of 04/28/2023	175,470.65
Cleared transactions after 04/28/2023	0.00
Uncleared transactions after 04/28/2023	-587.50
Register balance as of 05/05/2023	174,883.15

Details

Checks and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/28/2023	Bill Payment	1154	Mission Resource Conservati...	-910.00
04/13/2023	Bill Payment	1157	TERI BIANCARDI	-278.35
04/26/2023	Credit Card Credit			-188.16
<b>Total</b>				<b>-1,376.51</b>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/24/2023	Deposit		SAWA	1,472.60
<b>Total</b>				<b>1,472.60</b>

Additional Information

Uncleared checks and payments as of 04/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/28/2023	Bill Payment	1155	Riverside Office of County Co...	-795.98
04/13/2023	Bill Payment	1158	COACHELLA VALLEY RESO...	-479.03
04/13/2023	Bill Payment	1159	Mission Resource Conservati...	-415.00
04/28/2023	Bill Payment	1161	Riverside Office of County Co...	-1,004.45
<b>Total</b>				<b>-2,694.46</b>

Uncleared checks and payments after 04/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
05/02/2023	Bill Payment	1160	New Options Business Servic...	-587.50
<b>Total</b>				<b>-587.50</b>

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Chase Flood - 0600, Period Ending 04/28/2023

RECONCILIATION REPORT

Reconciled on: 05/05/2023

Reconciled by: Rae Shirer

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance	227,006.53
Checks and payments cleared (1)	-83,710.83
Deposits and other credits cleared (0)	0.00
Statement ending balance	143,295.70
Uncleared transactions as of 04/28/2023	-34,556.57
Register balance as of 04/28/2023	108,739.13

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/28/2023	Bill Payment	1035	Santa Ana Watershed Associa...	-83,710.83
Total				-83,710.83

Additional Information

Uncleared checks and payments as of 04/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/28/2023	Bill Payment	1036	Santa Ana Watershed Associa...	-34,556.57
Total				-34,556.57



Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Chase CD Interest - 0618, Period Ending 04/28/2023

RECONCILIATION REPORT

Reconciled on: 05/05/2023

Reconciled by: Rae Shirer

Any changes made to transactions after this date aren't included in this report.

Summary

USD

Statement beginning balance.....	34,954.97
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>34,954.97</u>
Uncleared transactions as of 04/28/2023.....	1,472.60
Register balance as of 04/28/2023.....	<u>36,427.57</u>

Additional Information

Uncleared deposits and other credits as of 04/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
04/24/2023	Deposit		SAWA	1,472.60
Total				1,472.60

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Chase Platinum - 9070, Period Ending 04/28/2023

RECONCILIATION REPORT

Reconciled on: 05/05/2023

Reconciled by: Rae Shirer

Any changes made to transactions after this date aren't included in this report.

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**Summary**

USD

Statement beginning balance.....	98,244.87
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (0).....	0.00
Statement ending balance.....	<u>98,244.87</u>
Register balance as of 04/28/2023.....	98,244.87