

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

TEAM RCD

Board Meeting Packet

Regular Meeting of the Board of Directors

Thursday, July 9, 2026

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

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MINUTES

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Regular Board Meeting

Thursday, June 11, 2026, at 4:00 PM

Truax Building

41923 Second Street, Fourth Floor

Temecula, CA 92590

I. PRELIMINARY FUNCTIONS

Call to Order – 4:00 p.m. President Biancardi called the meeting to order. Director Kuhn led the Pledge of Allegiance. Meeting recorded by Teams.

Roll Call/Establish a Quorum

Directors Present: Teri Biancardi, President; Stuart Kuhn, Vice President; Newt Parkes, Secretary/Treasurer; Rose Corona, Director; Arturo Garcia, Director.

Directors Absent: None

Also Present: Clifton Meek, District Manager; Kit Swift, Conservation Technician.

A quorum was established.

Approval of Agenda

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

Biancardi: Aye

Corona: Aye

Garcia: Aye

Kuhn: Aye

Parkes: Aye

Public Comment

No public comment was offered.

II. CONSENT CALENDAR:

Director Corona requested that the May minutes be pulled from the consent calendar for discussion. The remaining item was the approval of the annual agreement with the District's auditor in the amount of \$3,000.

Director Kuhn moved, and Director Garcia seconded, to approve Item 2 of the consent calendar, the auditor's annual agreement. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Garcia: Yes

Kuhn: Yes
Parkes: Yes

May Minutes. Director Corona requested a correction to page three, noting that the statement attributing to Director Corona the intent to research and report back on whether the consultant selection could be discussed should instead be attributed to President Biancardi. Director Corona further stated for the record her objection that the minutes do not reflect what actually occurs in the meetings.

Director Parkes moved, and Director Garcia seconded, to approve the May minutes with the correction noted by Director Corona. Upon voice vote, the motion carried:

Biancardi: Yes
Corona: No
Garcia: Yes
Kuhn: Yes
Parkes: Yes

III. ACTION ITEMS:

A. Subject: Election of Officers for Fiscal Year 2026–2027

Background: The District's annual reorganization requires the election of officers for the positions of President, Vice President, and Secretary-Treasurer. Nominations do not require a second.

The following nominations were made and, there being no further nominations, the floor was closed for each office: Director Kuhn nominated Teri Biancardi for President; Director Parkes nominated Stuart Kuhn for Vice President; Director Kuhn nominated Newt Parkes for Secretary-Treasurer. Each nominee was invited to offer brief remarks.

A separate vote was taken for each office.

1. Director Kuhn moved, and Director Parkes seconded, to elect Teri Biancardi as President. Upon voice vote, the motion carried:

Biancardi: Abstain
Corona: No
Garcia: Yes
Kuhn: Yes
Parkes: Yes

2. Director Parkes moved, and Director Garcia seconded, to elect Stuart Kuhn as Vice President. Upon voice vote, the motion carried:

Biancardi: Yes
Corona: No
Garcia: Yes
Kuhn: Yes
Parkes: Yes

3. Director Corona moved, and Director Garcia seconded, to elect Newt Parkes as Secretary-Treasurer. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: Yes
Garcia: Yes
Kuhn: Yes
Parkes: Yes

The officers for Fiscal Year 2026–2027 were declared elected, effective immediately.

B. Subject: Appointment of SAWA Representative

The District holds one seat on the SAWA board. Director Parkes moved, and Director Kuhn seconded, to appoint Director Garcia as the District’s representative to SAWA. Upon voice vote, the motion carried:

Biancardi: Yes
Corona: Yes
Garcia: Yes
Kuhn: Yes
Parkes: Yes

C. Subject: Fiscal Year 2026–2027 Budget

The District Manager presented the proposed budget, noting that it reflects the framework previously discussed and represents a document suitable for submission to the County. The board discussed that figures may vary, likely trending favorably given pending opportunities including the anticipated Cannabis Restoration grant, potential Cal Fire grants, and potential Healthy Soils funding, and that the budget may be revisited mid-year as needed.

Director Garcia moved, and Director Parkes seconded, to approve the Fiscal Year 2026–2027 budget. Upon voice vote, the motion carried:

Biancardi: Yes
Corona: No
Garcia: Yes
Kuhn: Yes
Parkes: Yes

D. Subject: Investment of District Funds – California CLASS

Background: The District’s auditor recommended investing idle and unused grant funds, currently held in Chase accounts, in California CLASS, a joint powers authority investment pool used by over 200 special districts statewide. The pool offers daily liquidity and monthly compounding of interest.

The board discussed the pool’s liquidity, the treatment of restricted (non-wasting) funds, and accounting through subaccounts so that interest and expenditures can be tracked by grant and easement. It was clarified that sweeps to the general fund would reflect only funds actually expended.

Director Garcia moved, and Director Parkes seconded, to direct the District Manager to invest District funds in California CLASS, a joint powers authority investment pool authorized under California Government Code Section 6509. Upon voice vote, the motion carried:

Biancardi: Yes
Corona: Yes
Garcia: Yes
Kuhn: Yes
Parkes: Yes

E. Subject: Policy Manual – Second-Pass Revisions

Background: Following prior deletions, staff presented a second pass of revisions to the policy manual, including a newly drafted credit card policy, deletion of obsolete personnel policies and job descriptions, and a conforming amendment to standardize the title of District Manager. Each recommended action was voted on separately.

1. Director Kuhn moved, and Director Garcia seconded, to approve the addition of the credit card policy and procedures to the policy manual. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Garcia: Yes

Kuhn: Yes

Parkes: Yes

2. Director Kuhn moved, and Director Garcia seconded, to approve the deletion of the remaining obsolete policies identified in the March 2026 editorial assessment. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Garcia: Yes

Kuhn: Yes

Parkes: Yes

3. Director Kuhn moved, and Director Garcia seconded, to approve a conforming amendment to standardize the title of District Manager throughout the policy manual. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: Yes

Garcia: Yes

Kuhn: Yes

Parkes: Yes

F. Subject: Authorization of District Credit Cards

Director Kuhn moved, and Director Garcia seconded, to authorize the issuance of District credit cards to Conservation Technician Kit Swift and District Manager Clifton Meek, with a credit limit not to exceed \$10,000. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Garcia: Yes

Kuhn: Yes

Parkes: Yes

G. Subject: Conference Travel Authorization

Background: Two conferences were presented for approval on a not-to-exceed basis: the 2026 California Association of Resource Conservation Districts (CARCD) Conference in Sacramento (estimated not to exceed \$4,200), for which District Manager travel may be covered by the WCB grant if the District's panel proposal is accepted; and the 2026 Corridors, Connectivity and

Crossings Conference in Santa Ana Pueblo, New Mexico, an invitation-only conference with no registration cost.

The board discussed the value of the conferences for networking, advocacy for baseline funding for smaller RCDs, and highlighting the District's wildlife connectivity work.

Director Biancardi moved, and Director Garcia seconded, to authorize the use of District funds to support travel by District Manager Clifton Meek and Conservation Technician Kit Swift to the 2026 CARCD Conference, and to support travel by the District Manager to the 2026 Corridors, Connectivity and Crossings Conference. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Garcia: Yes

Kuhn: Yes

Parkes: Yes

H. Subject: Wildlife Crossing Consultant Selection

Director Kuhn moved, and Director Garcia seconded, to authorize the consultant selection committee to make the final consultant selection and to authorize the District Manager to begin contract preparation with the chosen firm prior to the July board meeting, with the contract to return to the board for final approval. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Garcia: Yes

Kuhn: Yes

Parkes: Yes

I. Subject: Conservation Technician Hours

Background: The IECF (Inland Empire Community Foundation) grant cannot be extended, requiring all funded tasks to be completed by October 31, 2026. To meet these milestones, staff requested a temporary increase in Conservation Technician hours, fully covered by the grant, to be revisited in September.

Director Corona moved, and Director Kuhn seconded, to increase the Conservation Technician's hours from 35 to 40 hours per week through October 31, 2026, fully covered by the IECF grant.

Upon voice vote, the motion carried:

Biancardi: Yes

Corona: Yes

Garcia: Yes

Kuhn: Yes

Parkes: Yes

IV. DISCUSSION:

A. Subject: District Manager Report

The District Manager reported a busy month of fiscal year-end budgeting and administrative work, including preparation of the board packet and a meeting with the auditor in advance of the annual audit. Additional items reported:

- Met with the Bureau of Reclamation's new Southern California area manager regarding future grant opportunities, and received a tribal liaison contact leading to a virtual introduction to the environmental manager of Pechanga.
- Will attend the Regional Tribal Operations Committee forum at Soboba the following week.
- Submitted Sweep and Healthy Soils grant proposals as part of a SoCal hub submission, with results expected by the end of June.
- Submitted mid-year reports for the IECF grant, allowing for release of the second round of funding for home hardening work.
- Partnering with San Jacinto Basin RCD on a proposal for an approximately \$950,000 Cal Fire wildfire prevention grant.
- In discussions with Riverside County Flood Control regarding additional projects, with a planning session scheduled for September 3.

B. Subject: Project Updates

- Rainbow Canyon I-15 Wildlife Crossing (WCB Grant): Four proposals were received by the June 2 deadline; the selection committee held its first meeting and will pose clarifying questions before scheduling interviews. A partnership was established with the Santa Clara Valley Habitat Authority. The City of Temecula expressed full support. A meeting with Pechanga's Environmental and Cultural departments is scheduled with the Nature Conservancy. The Caltrans cooperative agreement is expected to execute imminently. The District received its first advance payment of \$997,000.
- Greer Ranch: A cleanup VRF was submitted for the Bowervine easement; CDFW requested specific work dates. Contractor proposals are pending and the property owner's HOA process is ongoing. A maintenance access pathway has encroached into the District's easement and will require resolution.
- Whitewood Mitigation Site: A \$15,000 deposit agreement was received and a preliminary assessment request initiated; the arrangement involves a five-year restoration period before easement transfer.
- Wildfire Resilience / Home Hardening: Twenty-four assessments have been completed, approximately one-quarter of the grant target. Four workshops are planned, the first this weekend. A partnership with San Jacinto Basin RCD is planned on a Wildfire Prevention Grant Program application to complete the CWPP and expand the program.
- Cannabis Restoration Grant: The District is awaiting CDFW's funding decision. A HAZWOPER training opportunity is being pursued with SAWA through a Blue Lake / Humboldt County organization.
- Flood Control: The master contract expires at the end of June; staff proposed rolling over the prior year's budget. Flood Control has requested the District take on maintenance of smaller "orphan" permitted properties. A watershed opportunities-mapping discussion is planned for September.

C. Subject: Conflict of Interest Code Review

As required every two years, the District must review its conflict of interest code, last updated in 2020. The board agreed that the District Manager would update the designated positions, removing

positions no longer applicable and adding the Conservation Technician, and return the revised code to the board for approval prior to submission to the County. No action was taken.

V. DIRECTORS' REPORTS

A director reported an anticipated change in the District's banking contact at Chase. A director also noted that James Law is no longer with SAWA and that Max Barrett has been appointed interim, recognizing Mr. Law's contributions.

VI. MANAGEMENT REPORT

The management report was delivered under Discussion, Item A.

VII. FUTURE AGENDA ITEMS:

Updated conflict of interest code for board approval; mid-year budget review as warranted; consultant contract for board approval.

VIII. ADJOURNMENT

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

Dated: _____
Newt Parkes, Secretary-Treasurer

Financial Report

Temecula-Elsinore-Anza-Murrieta Resource Conservation District
For the period ended June 30, 2026

Prepared on
July 6, 2026

Profit and Loss

July 2025 - June 2026

	Total
INCOME	
Investments	
Interest Income	10,005.46
Total Investments	10,005.46
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
Total RCFC Pilot Projects	119,026.11
Service/Fee Income	
Administrative Fees	6,838.86
Grant Revenue	27,155.12
Grant IECF	49,990.00
Grant WCB	997,000.00
Grant WETA	85,432.75
Outreach and Workshop Support	3,160.98
Program Promotion	898.71
Total Grant Revenue	1,163,637.56
Total Service/Fee Income	1,170,476.42
Total Income	1,299,507.99
GROSS PROFIT	1,299,507.99
EXPENSES	
401k contribution	1,745.11
General and Administration	
Accounting Fees	
Audit and Audit Documentation	3,000.00
Bookkeeping	11,607.25
Total Accounting Fees	14,607.25
Administrative Consulting	7,879.22
Advertising and Marketing	479.00

	Total
Computer, Data and Software	6,646.42
Insurance - Liability, D and O	3,328.32
Insurance - Package Policy	3,851.59
Legal Fees	7,681.29
Membership Dues	359.70
Postage, Mailing Service	234.17
Quickbooks-Accounting	2,386.73
Storage	1,104.24
Telephone, Telecommunications	867.00
Travel and Meetings	
Conference, Convention, Meeting	1,530.75
Travel	957.09
Total Travel and Meetings	2,487.84
Website Expenses	1,043.40
Total General and Administration	52,956.17
License and Permit	188.73
SERVICE COSTS	
Contract Services	
RFC FACILITIES	2,139.47
HELASH	93.04
HILDY	186.07
HOMELESS MONITORING	2,724.66
LAKE ELSINORE	46,839.69
MORGAN VALLEY WASH	3,216.59
MURRIETA CREEK LINE F	93.04
PALOMAR-CORYDON CHANNEL	372.14
SANTA GERTRUDIS CREEK	25,425.10
TEMECULA CREEK AD 159	28,288.43
WARM SPRINGS / FRENCH VALLEY	5,613.49
WARM SPRINGS/BENTON CHANNEL	3,443.83
WILDOMAR CHANNEL	432.17
Total RFC FACILITIES	118,867.72
Total Contract Services	118,867.72
FC - Annual Fee	2,282.25
Grant Administration Expense	
Consultants and Contracts	
Conservation Tech	84,465.33
District Manager	72,452.51
Project Manager	13,779.51
Reimburseable Travel	4,755.77
Supplies	574.02
Total Consultants and Contracts	176,027.14
Total Grant Administration Expense	176,027.14
Total SERVICE COSTS	297,177.11

	Total
Total Expenses	352,067.12
NET OPERATING INCOME	947,440.87
NET INCOME	\$947,440.87

Balance Sheet

As of June 30, 2026

	Total
ASSETS	
Current Assets	
Bank Accounts	
Chase CD	
Chase CD - Benton Channel	165,000.00
Chase CD - Greer Ranch	125,000.00
Chase CD-4631	100,000.00
Interest Chase CD Interest - 0618	74,996.49
Total Chase CD	464,996.49
Checking/Savings	
Chase Flood - 0600	132,845.54
Chase General - 0592	1,227,088.73
Chase Platinum - 9070	98,244.87
Total Checking/Savings	1,458,179.14
Total Bank Accounts	1,923,175.63
Total Current Assets	1,923,175.63
Fixed Assets	
Adeline Farms Easement	162,750.00
Clinton Keith Land	475,000.00
Greer Ranch Easement	110,000.00
Total Fixed Assets	747,750.00
TOTAL ASSETS	\$2,670,925.63
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	24,411.31
Total Accounts Payable	24,411.31
Credit Cards	
Chase 8053	245.50
Total Credit Cards	245.50
Total Current Liabilities	24,656.81
Total Liabilities	24,656.81
Equity	
Retained Earnings	1,698,827.95
Net Income	947,440.87
Total Equity	2,646,268.82
TOTAL LIABILITIES AND EQUITY	\$2,670,925.63

Statement of Cash Flows

July 2025 - June 2026

	Total
OPERATING ACTIVITIES	
Net Income	947,440.87
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	46,659.21
Interest Receivable	896.54
Other Receivable	18,519.48
Prepaid Grant Expenses	1,945.71
Accounts Payable	-25,759.69
Chase 8053	245.50
Total Adjustments to reconcile Net Income to Net Cash provided by operations:	42,506.75
Net cash provided by operating activities	989,947.62
NET CASH INCREASE FOR PERIOD	989,947.62
Cash at beginning of period	933,228.01
CASH AT END OF PERIOD	\$1,923,175.63

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Bills and Applied Payments

June 1-30, 2026

DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	AMOUNT	OPEN BALANCE
CARCD				
05/31/2026	Bill	Payroll services including staff hours and salary for May 2026 View this bill in Ramp: https://app.ramp.com/s/bill-pay/bills/42cb4770-ee6a-445d-9cfd-6224a7f684b1	22,560.49	0.00
06/10/2026	Bill Payment (Check)		- 22,560.49	
Grace Dougan Consulting				
05/31/2026	Bill	Consulting services including AP management and financial reporting View this bill in Ramp: https://app.ramp.com/s/bill-pay/bills/d1222c88-b418-4e6c-9e9c-08228586bca5	682.50	0.00
06/24/2026	Bill Payment (Check)		-682.50	
Riverside Office of County Counsel				
06/18/2026	Bill Payment (Check)		-46.13	
06/10/2026	Bill	Legal services for TEAM RCD Wildlife Crossing Project RFP review View this bill in Ramp: https://app.ramp.com/s/bill-pay/bills/ece199c5-ac39-40c5-8d77-f481a0f33e54	46.13	0.00
Santa Ana Watershed Association				
06/17/2026	Bill Payment (Check)		- 16,254.48	
05/15/2026	Bill	Riverside Flood Control Facilities Fall 2025 habitat restoration services View this bill in Ramp: https://app.ramp.com/s/bill-pay/bills/fd087f62-7779-4b66-b736-d5578adb2c57	16,254.48	0.00
SDRMA				
06/15/2026	Bill	Property and liability insurance package program renewal for 2026-27 View this bill in Ramp: https://app.ramp.com/s/bill-pay/bills/daa468f3-5a39-4921-8758-d9fb8e37c3fa	3,851.59	0.00
06/23/2026	Bill Payment (Check)		-3,851.59	
Streamline				
06/01/2026	Bill	Monthly Streamline Flex subscription service View this bill in Ramp: https://app.ramp.com/s/bill-pay/bills/02d0a505-573b-4479-920f-355a030d53e3	88.90	0.00
06/23/2026	Bill Payment (Check)		-88.90	

Temecula-Elsinore-Anza-Murrieta Resource Conservation District

Expenses by Vendor Summary

June 1-30, 2026

	TOTAL
Adobe	24.99
Arc gis	2,200.00
Caltopo	38.74
CARCD	22,371.86
CDFW-California Dept Fish & Wildlife	-1,125.00
Clifton Meek Mileage May/June	495.91
CubeSmart	109.00
Kit Swift Mileage May/June	1,543.54
Microsoft	35.51
QuickBooks	185.00
Riverside Office of County Counsel	46.13
SDRMA	3,851.59
Streamline	88.90
Visible	40.00
TOTAL	\$29,906.17

TEMECULA-ELSINORE-ANZA-MURRIETA RESOURCE CONSERVATION DISTRICT
BOARD MEETING — JULY 9, 2026

TO: Board of Directors, TEAMRCD
FROM: Teri Biancardi, Board President / Acting General Manager
DATE: July 9, 2026
RE: Adoption of Safety Policies 6060 (Amended), 6062, and 6064

Purpose

This item presents three safety-related board policies for adoption: an amendment to the existing Illness and Injury Prevention Program policy (Policy 6060), and two new policies establishing field operations safety standards (Policy 6062) and staff safety certification requirements (Policy 6064).

Background

TEAMRCD conducts field operations in remote and rugged environments, including wildfire resilience work, habitat restoration, watershed assessments, and cannabis site reclamation on public lands. These activities require a documented, board-adopted safety framework that meets Cal/OSHA requirements and demonstrates the District's safety culture to grant partners and the public.

The District's current Policy 6060 establishes a general IIPP commitment but does not address field-specific hazards or certification requirements. The CDFW Cannabis Restoration Grant Program and associated training opportunities require applicants to demonstrate a current written safety program and compliance with Cal/OSHA and applicable safety certification standards. These policies satisfy that requirement and reflect the District's operational reality.

Proposed Actions

- Amend Policy 6060 — Illness and Injury Prevention Program to strengthen the IIPP policy statement, designate the District Manager as the responsible administrator, and align language with Cal/OSHA Title 8 requirements.
- Adopt new Policy 6062 — Field Operations Safety to establish board-level requirements for field work in remote, rugged, or hazardous environments, including cannabis site reclamation, wildfire resilience, and habitat restoration activities.
- Adopt new Policy 6064 — Staff Safety Certifications to require the District Manager to maintain a current certifications tracker and establish minimum certification standards for field-deployed personnel.

Operational Note

These policies authorize and reference the District's Operations and Procedures Manual for detailed operational protocols, forms, and certifications tracking. The Procedures Manual will be updated by the District Manager following board adoption to implement the operational requirements established by these policies.

Recommended Motion

Move to adopt Policy 6060 (Amended) — Illness and Injury Prevention Program; Policy 6062 — Field Operations Safety; and Policy 6064 — Staff Safety Certifications, as presented.

Attachments

- Policy 6060 (Amended) — Illness and Injury Prevention Program
- Policy 6062 — Field Operations Safety
- Policy 6064 — Staff Safety Certifications

Policy 6060
Illness and Injury Prevention Program

Adopted:	July 9, 2026
Supersedes:	Policy 6060 (Prior version)
Legal Reference:	Cal/OSHA Title 8 CCR; Labor Code §§ 6300 et seq.; 29 CFR 1910.120 (HAZWOPER)

Policy Statement

The Temecula-Elsinore-Anza-Murrieta Resource Conservation District (TEAMRCD or District) is committed to providing a safe and healthful workplace for all employees, volunteers, and contractors. The District maintains an Illness and Injury Prevention Program (IIPP) in compliance with California Labor Code Sections 6300 et seq. and California Code of Regulations, Title 8, Section 3203.

Responsibility

The District Manager is designated as the responsible administrator for the IIPP. The District Manager shall:

- Maintain a current, written IIPP on file;
- Conduct or coordinate periodic workplace hazard assessments;
- Ensure that all employees receive safety training appropriate to their job duties prior to beginning work and whenever new hazards are introduced;
- Establish and maintain a system for employees to report unsafe conditions without fear of reprisal;
- Investigate workplace injuries, illnesses, and near-misses and document corrective actions;
- Maintain required IIPP records for a minimum of three years.

Employee Responsibilities

All employees are responsible for following established safety procedures, using required personal protective equipment, and promptly reporting unsafe conditions, incidents, and near-misses to the District Manager.

No Retaliation

The District prohibits retaliation against any employee for reporting an unsafe condition, filing a workers' compensation claim, or exercising any right under applicable occupational health and safety law.

Operational Procedures

Detailed IIPP procedures, hazard assessment checklists, incident report forms, and training documentation templates are maintained in the District's Operations and Procedures Manual and updated by the District Manager as conditions require.

Legal Reference

California Labor Code §§ 6300 et seq.; California Code of Regulations, Title 8, § 3203 (IIPP); 8 CCR §§ 3380–3411 (Personal Protective Equipment).

Policy 6062
Field Operations Safety

Adopted:	July 9, 2026
Supersedes:	None
Legal Reference:	Cal/OSHA Title 8 CCR; Labor Code §§ 6300 et seq.; 29 CFR 1910.120 (HAZWOPER)

Policy Statement

TEAMRCD conducts field operations in remote, rugged, and potentially hazardous environments, including but not limited to wildland-urban interface areas, active wildfire resilience and home hardening project sites, habitat restoration and wildlife corridor locations, watershed assessment areas, and cannabis site reclamation operations on public and Tribal lands. The District is committed to ensuring that all field personnel operate under documented safety protocols appropriate to the hazards present at each site.

Scope

This policy applies to all District employees, volunteers, interns, and authorized contractors engaged in field activities on behalf of TEAMRCD. It applies regardless of land ownership or jurisdictional status of the work site.

Field Safety Requirements

The District Manager shall ensure that:

- A site-specific safety briefing is conducted prior to the start of each field operation, covering known and reasonably foreseeable hazards;
- Personal protective equipment (PPE) appropriate to site conditions is available to and used by all field personnel;
- All field personnel are informed of emergency contact procedures and the location of the nearest medical facility before deployment;
- A minimum of two personnel are present for field operations in remote or rugged environments; solo field work in high-hazard environments is prohibited without prior District Manager approval and documented check-in procedures;

- Field personnel maintain communication with a designated contact during operations in areas with limited cell coverage, using satellite communication devices or established check-in protocols where required;
- Any site presenting chemical, biological, or hazardous waste hazards — including cannabis cultivation sites — is assessed prior to crew deployment and addressed through a written site-specific safety plan consistent with HAZWOPER standards.

Cannabis Site Reclamation

Operations involving reclamation of illicit cannabis cultivation sites present elevated hazards including exposure to pesticides, rodenticides, abandoned infrastructure, wildlife encounters, and potential for contact with armed individuals. In addition to general field safety requirements, cannabis site operations shall:

- Be preceded by a written site-specific safety plan developed or reviewed by a trained supervisor;
- Require that field supervisors hold current 40-hour HAZWOPER certification or are enrolled in a HAZWOPER training program as conditions of deployment;
- Include coordination with the relevant public land management agency and, where appropriate, law enforcement prior to site entry;
- Follow all applicable CDFW Cannabis Restoration Grant Program safety standards and any requirements imposed by the administering agency.

Incident Reporting

All workplace injuries, illnesses, exposures, and near-miss incidents occurring during field operations shall be reported to the District Manager immediately and documented using the District's incident report form. The District Manager shall notify Insperity/CARCD and the District's workers' compensation carrier as required.

Operational Procedures

Detailed field safety protocols, site-specific safety plan templates, PPE requirements by activity type, emergency contact procedures, and incident report forms are maintained in the District's Operations and Procedures Manual and updated by the District Manager as operations evolve.

Legal Reference

California Labor Code §§ 6300 et seq.; 8 CCR § 3203 (IIPP); 29 CFR § 1910.120 (HAZWOPER); 8 CCR §§ 3380–3411 (PPE).

Policy 6064
Staff Safety Certifications

Adopted:	July 9, 2026
Supersedes:	None
Legal Reference:	Cal/OSHA Title 8 CCR; Labor Code §§ 6300 et seq.; 29 CFR 1910.120 (HAZWOPER)

Policy Statement

The District requires that field personnel maintain current safety certifications appropriate to their assigned duties. Certification requirements reflect the hazard profile of the District's field programs, including wildfire resilience, habitat restoration, watershed assessment, and cannabis site reclamation.

Minimum Certification Requirements

The following certifications are required for all District employees assigned to field duties:

- First Aid and CPR/AED — current certification from an approved provider (Red Cross, American Heart Association, or equivalent); renewal required per provider schedule, not to exceed two years;
- Cal/OSHA General Industry or Construction Safety orientation as applicable to assigned duties.

The following certifications are required for employees serving as field supervisors on cannabis site reclamation or other HAZWOPER-regulated operations:

- 40-hour HAZWOPER certification (29 CFR § 1910.120) prior to field deployment at regulated sites;
- HAZWOPER 8-hour annual refresher to maintain certification currency.

Tracking and Verification

The District Manager shall maintain a current Safety Certifications Tracker for all field personnel, documenting certification type, issuing provider, date of completion, and expiration date. The Tracker shall be reviewed at least annually and made available to the Board upon request. The Tracker template is maintained in the District's Operations and Procedures Manual.

Condition of Deployment

No employee shall be deployed to a field site requiring a specific certification unless that certification is current. The District Manager may approve temporary exceptions only where: (1) the employee is actively enrolled in the required training; (2) the specific site conditions do not present the regulated hazard; and (3) the exception is documented in writing. Exceptions do not apply to HAZWOPER requirements at regulated sites.

Training Support

The District shall support employees in obtaining and maintaining required certifications, including through grant-funded training opportunities where available and authorized. Time spent in required certification training shall be compensated as work time.

Legal Reference

California Labor Code §§ 6300 et seq.; 29 CFR § 1910.120 (HAZWOPER); 8 CCR § 3203; Health and Safety Code § 25163 (Hazardous Waste).

Conservation Technician Update

June 2026

June ended up being the month of big funding decisions. The assessment program kept running in the field the whole time, but a lot of my hours went to desk work; writing grant applications, making some hard calls about which ones to actually pursue, and setting up the work that will carry our programs into next year. It was less glamorous than a month of field days but I think the decisions we made this month are going to matter more than almost anything else I did this spring.

Home hardening assessments continued through the month, with most of the field days out in Anza working through the sign-up list and a couple of local assessments closer in, plus an outreach event early in the month. The bigger story is the expansion into wine country. I have been coordinating with the GlenOak Hills community on bringing the program into their area, and we now have a demonstration event scheduled for their community, a flier drafted and ready for HOA distribution, and assessment windows set up to run through late summer at around twenty five homes a week. I also started working on a video script for program outreach, since a short video is something we can reuse across every community we enter instead of rebuilding materials each time.

On the grant side, I spent a good part of the month building out the WPGP proposal, but after a coordination call with our CalFire contact and internal discussion it became clear the scope was not going to be competitive this round; rather than push something weak, we made the call to pull it, and we are better served building up the assessment program's track record and coming back stronger and working with IECF and their RFFC/RPP programs to keep funding this work. The bigger push now is the Cannabis Reclamation Training application with IERC, which would include HAZWOPER training for staff; we are partnering with SAWA, where their crews and staff, along with myself, will get training in HAZWOPER and Cannabis Reclamation; the application comes due soon after the board meeting.

The CRGP took a real step forward this month. We had a great site visit with Simona, our CRGP contact, and walked the site with her. This was the biggest gate towards the grant moving forward, but now that she has seen the site and CDFW's fiscal blackout is ending soon, we should hear more about this grant and be able to move forward. The Cannabis Reclamation training will allow SAWA and myself to be able to implement this grant and genuinely understand the cleanup process, while doing the important work of cleaning up these areas.

The steady work carried on underneath all of this. I ran the biweekly homeless monitoring route along the Santa Gertrudis through Temecula Creek and Lake Elsinore with the usual site checks and documentation, got my first aid and CPR renewal scheduled, set the third quarter goals in our capacity building tracker, and put together shapefiles and mapping support for our partners. The regular flood control work will temporarily be on hold while Clifton and Teri negotiate the new contract with Flood.

Looking ahead, July is shaping up to be a field month again; the Reclamation Training application needs to be submitted, the CRGP grant coordination continues, the GlenOak Hills demonstration is coming up, and the La Cresta assessment windows open shortly after that. I am excited to get the program in front of a whole new community.