

# TEMECULA-ELSIKORE-ANZA-MURRIETA RESOURCE CONSERVATION DISTRICT

## Board Meeting Packet

Regular Board Meeting — June 11, 2026

4:00 PM | Truax Building, 41923 Second Street, Fourth Floor, Temecula, CA 92590

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*Prepared for the June 11, 2026 Regular Board Meeting of the Temecula-Elsinore-Anza-Murrieta Resource Conservation District*

## MINUTES

**Temecula-Elsinore-Anza-Murrieta Resource Conservation District  
Regular Board Meeting  
Thursday, May 14, 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 – 4:02 p.m. by President Biancardi. Director Corona led the Pledge of Allegiance. Meeting recorded by Zoom.

#### Roll Call/Establish a Quorum

Directors Present: Teri Biancardi, President; Arturo Garcia, Director; Rose Corona, Director; Newt Parkes, Director; Stuart Kuhn, Director (arrived shortly after roll call). A quorum was established.

Directors Absent: None

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

Public Guests (via Zoom): Ann Calnan and Christopher Scott (Jacobs); Nardin Metwashla (T.Y. Lin International); Winston Vickers; and one additional participant identified only as “Michael.”

#### Approval of Agenda

Director Parkes moved, and Director Garcia seconded, to approve the Agenda as presented. Upon voice vote, the motion passed unanimously by those present (Director Kuhn had not yet arrived).

Biancardi: Aye

Corona: Aye

Garcia: Aye

Parkes: Aye

#### Public Comment

There was no public comment on items on or off the agenda.

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

The consent calendar included two sets of minutes (March 12 and April 9); the March 12 minutes had been omitted from the prior packet and were re-included. Director Corona pulled both sets of minutes and noted for the record her objection that the minutes do not fully reflect the meetings. She requested that the minutes carry a “Draft” watermark and that the ordering of the roll call, agenda approval, and closed session be corrected.

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

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

Director Parkes moved, and Director Kuhn seconded, to approve the March 12 and April 9 minutes pending the edits raised by Director Corona. Upon voice vote, the motion carried:

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

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

#### **A. Subject: I-15 Rainbow Canyon Wildlife Crossing – Caltrans Cooperative Agreement**

*Background: The Wildlife Conservation Board approved a first advance of \$997,000 for the project, with an invoice submitted and funds expected in the June timeframe. The Request for Proposals for the design consultant was issued May 1, a consultant site visit was held the day of the meeting with approximately seven interested firms, and proposals are due June 3. The Caltrans cooperative agreement establishes Caltrans as the NEPA and CEQA lead and has completed counsel review.*

The District Manager reported on the project status and recommended approval of the cooperative agreement and his designation as the District's signatory and point of contact. The board discussed the environmental approach, including the pursuit of a statutory exemption for restoration projects to streamline CEQA and NEPA review, and the anticipated cost of geotechnical studies.

Director Kuhn moved, and Director Garcia seconded, to authorize District Manager Clifton Meek to execute the Cooperative Agreement with Caltrans, to serve as the District's authorized signatory for the agreement, and to serve as the point of contact for the project. Upon voice vote, the motion carried:

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

#### **B. Subject: Consultant Selection Committee – Reconfiguration**

The board discussed reconfiguring the previously established consultant selection committee to include District Manager Clifton Meek, with Ron Moreno of the city moving to an advisory role. The board also took an informal temperature on authorizing the selection committee (two board

members and the District Manager) to make the final consultant selection between the June and July meetings without convening a special meeting; the board expressed support, and the District Manager indicated he would formally agendize the authorization for the June meeting. A question arose as to whether the consultant selection could be discussed in closed session, which Director Corona indicated she would research and report back.

Director Garcia moved, and Director Parkes seconded, to approve the updated consultant selection committee lineup, which now includes District Manager Clifton Meek. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Garcia: Yes

Kuhn: Yes

Parkes: Yes

### **C. Subject: Staff Credit Cards**

The proposal to issue credit cards to the Conservation Technician and District Manager was discussed. The board directed that a credit card use policy, including parameters for appropriate use and disciplinary action for misuse, be developed before action is taken. The District Manager will draft the policy and circulate it to directors individually for feedback to avoid serial communication, and the item will be brought back for action at the next meeting. This item was tabled; no vote was taken.

### **D. Subject: Dedicated Bank Account – WCB Grant WC-2593DC**

*Background: Establishment of a dedicated bank account for the Wildlife Conservation Board grant (WC-2593DC) is a recommended action by the state. Interest accrued on the advanced grant funds must be tracked and reported quarterly to the grantor and becomes grant funds available for the project.*

The board discussed the merits of a dedicated account versus tracking the funds within the existing accounting system. Director Parkes objected, expressing a preference for using the District's existing accounting system rather than opening an additional bank account. Other directors noted the state recommendation, the size of the grant, simplified audit and interest tracking, and the added protection of segregating the funds.

Director Garcia moved, and Director Kuhn seconded, to approve the creation of a dedicated bank account for WCB Grant WC-2593DC funds and to authorize the Board President and District Manager as authorized signatories. Upon voice vote, the motion carried:

Biancardi: Yes

Corona: No

Garcia: Yes

Kuhn: Yes

Parkes: No

### **E. Subject: Policy Manual – Personnel Policies and Policy 2020.3**

The board discussed retiring outdated personnel and job description policies in favor of the CARCD employee manual, under which District staff (shared with CARCD) are already

governed, and deleting conflicting language in Policy 2020.3 that is addressed by a policy adopted in April of the prior year.

Director Kuhn moved, and Director Parkes seconded, to retire Policies 3010–3385 and 3390–3480 and acknowledge the CARCD employee manual as the governing document for personnel matters for all current and future staff, and to remove the final two sentences from Policy 2020.3. Upon voice vote, the motion carried:

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

**F. Subject: CARCD Inland Region Delegate**

CARCD has requested the appointment of a delegate to attend regional meetings, which may require travel. President Biancardi, who has served in the role, indicated her willingness to continue.

Director Kuhn moved, and Director Garcia seconded, to appoint President Biancardi as the delegate to represent TEAM RCD at CARCD Inland Region meetings. Upon voice vote, the motion carried:

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

**IV. DISCUSSION:**

**A. Subject: District Manager First-Month Report**

District Manager Clifton Meek reported on his first month, including support from neighboring district managers, field work with SAWA on an easement property, and upcoming meetings with the Bureau of Reclamation and NRCS. He noted active regional grant activity through the SoCal hub, including healthy soils and SWEEP opportunities, and confirmed his intent to balance the Wildlife Crossing project with the District's core conservation work.

**B. Subject: Conservation Technician Project Updates**

The Conservation Technician provided updates on current projects:

- Wildfire Defensible Space Assessments: Approximately 20 assessments completed over three weeks, with appointments scheduled every other week through October across the district. A six-month report is due to the Inland Empire Community Foundation; clarification on the reporting period and grant timeline is being sought. Staff is pursuing continued funding and a community wildfire protection plan.

- Greer Ranch Easement: A breakthrough was reached, with the U.S. Fish and Wildlife Service authorizing a verification request to CDFW that would allow fuel modification and invasive removal work to proceed, pending CDFW and HOA board approval.
- Cannabis Cleanup and Healthy Soils / SWEEP: A regional Healthy Soils and SWEEP grant application is in progress and reported to be strong.

## **V. DIRECTORS' REPORTS**

Director Garcia reported that the Riverside LAFCO Special District Selection Committee election has concluded and that Stephen Corona of the Eastern Municipal Water District was elected Western Region Commissioner, with results now official.

Director Kuhn disclosed, for transparency and to avoid any appearance of a conflict of interest, that he was selected for an EQIP grant for fire brush clearing on his 400-acre ranch in Warner Springs, San Diego County, and has not yet signed the commitment. He noted the program is available to any farmer.

Director Corona reported on a recent indictment involving a Fire Safe Council in another county. Following up on the closed session question raised during the consultant selection committee discussion, she reported that, under the Brown Act, bid awards and final contract actions generally must occur in open session.

## **VI. MANAGEMENT REPORT**

The District Manager's report was provided under Discussion, Item A.

## **VII. FUTURE AGENDA ITEMS:**

- Credit card use policy and issuance of staff credit cards.
- Formal authorization of the consultant selection committee to make the final consultant selection.
- Personnel policy and Policy 2020.3 housekeeping edits as developed by the District Manager.

## **VIII. ADJOURNMENT**

Director Corona moved, and Director Garcia seconded, to adjourn. There being no further business to come before the board, the board unanimously voted to end the meeting.

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

Newt Parkes, Secretary

# Temecula-Elsinore-Anza-Murrieta Resource Conservation District

## Bills and Applied Payments

May 1-31, 2026

DATE	TRANSACTION TYPE	TRANSACTION NUMBER	MEMO/DESCRIPTION	AMOUNT	OPEN BALANCE
<b>CARCD</b>					
04/30/2026	Bill	April 2026	Payroll for April 2026 including staff hours and overhead costs View this bill in Ramp: <a href="https://app.ramp.com/bills/paid/bills/f700e6fa-e99c-4b94-ab0c-5ad1426b8836">https://app.ramp.com/bills/paid/bills/f700e6fa-e99c-4b94-ab0c-5ad1426b8836</a>	10,541.56	0.00
05/08/2026	Bill Payment (Check)			-	0.00
				10,541.56	
<b>CDFW-California Dept Fish &amp; Wildlife</b>					
05/06/2026	Bill Payment (Check)	b0f31xWFQcGH8m8pnt+DI		-1,157.25	
05/04/2026	Bill	LSAProject RIV-49455	Annual fee View this bill in Ramp: <a href="https://app.ramp.com/bills/paid/bills/f0999cff-8ca4-4f9a-8809-6d509d86718e">https://app.ramp.com/bills/paid/bills/f0999cff-8ca4-4f9a-8809-6d509d86718e</a>	1,157.25	0.00
<b>Grace Dougan Consulting</b>					
05/13/2026	Bill Payment (Check)			-910.00	
03/31/2026	Bill	10457	Consulting services for accounts payable grant tracking and budget reporting View this bill in Ramp: <a href="https://app.ramp.com/bills/paid/bills/4fd2a8cc-8fa2-428d-8657-87fee5573144">https://app.ramp.com/bills/paid/bills/4fd2a8cc-8fa2-428d-8657-87fee5573144</a>	910.00	0.00
04/30/2026	Bill	10585	Administrative and financial consulting services by Holly Mader View this bill in Ramp: <a href="https://app.ramp.com/bills/paid/bills/3a6ab48d-e335-4222-9b94-4a291b03acf0">https://app.ramp.com/bills/paid/bills/3a6ab48d-e335-4222-9b94-4a291b03acf0</a>	650.00	0.00
05/13/2026	Bill Payment (Check)			-650.00	
<b>Mission Resource Conservation District</b>					
05/06/2026	Bill Payment (Check)	7whAdv1yRG+s6GCSbSKEL		-8,024.22	
04/06/2026	Bill	IV-00-262173	WETA Program management, outreach, evaluations, and soil/water testing services View this bill in Ramp: <a href="https://app.ramp.com/bills/paid/bills/65c6cc0b-9345-4d2f-adba-0766fc368e95">https://app.ramp.com/bills/paid/bills/65c6cc0b-9345-4d2f-adba-0766fc368e95</a>	8,024.22	0.00
<b>Riverside Office of County Counsel</b>					
05/13/2026	Bill	April services	Legal services for PSA RFP employment contract and wildlife crossing View this bill in Ramp: <a href="https://app.ramp.com/bills/paid/bills/8dbfbcff-6e61-4b93-9241-56e33142bf0e">https://app.ramp.com/bills/paid/bills/8dbfbcff-6e61-4b93-9241-56e33142bf0e</a>	1,430.15	0.00
05/21/2026	Bill Payment (Check)	gxMqkyHoRFOvgHhwrrM8x		-1,430.15	

# Temecula-Elsinore-Anza-Murrieta Resource Conservation District

## Bills and Applied Payments

May 1-31, 2026

DATE	TRANSACTION TYPE	TRANSACTION NUMBER	MEMO/DESCRIPTION	AMOUNT	OPEN BALANCE
Santa Ana Watershed Association					
05/05/2026	Bill Payment (Check)	zy64n2khTEqhe8cjMWFNi		-	
				67,001.54	
04/14/2026	Bill	34839601	Riverside Flood Control Facilities monitoring and work for 2026 View this bill in Ramp: <a href="https://app.ramp.com/bills/paid/bills/0277264f-f80c-46e8-92fe-8db2abd64af4">https://app.ramp.com/bills/paid/bills/0277264f-f80c-46e8-92fe-8db2abd64af4</a>	67,001.54	0.00
Streamline					
05/01/2026	Bill	D79E45E5-0048	Streamline Flex service fee View this bill in Ramp: <a href="https://app.ramp.com/bills/paid/bills/888e32f9-657e-4530-83d4-5588a6e6fcfa">https://app.ramp.com/bills/paid/bills/888e32f9-657e-4530-83d4-5588a6e6fcfa</a>	88.90	0.00
05/05/2026	Bill Payment (Check)	RVy2It4ZTdSjbvsCU8UGk		-88.90	
U.S. Postal Service					
05/07/2026	Bill Payment (Check)	oGWiGjhzRyi5RyaxqDLcn		-216.00	
05/06/2026	Bill	2078	Notice of PO Box service fee due for Box 2078 View this bill in Ramp: <a href="https://app.ramp.com/bills/paid/bills/39902395-edea-44c6-82f0-0aad5a968683">https://app.ramp.com/bills/paid/bills/39902395-edea-44c6-82f0-0aad5a968683</a>	216.00	0.00

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

## Unpaid Bills Report

All Dates

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
CARCD						
06/02/2026	Bill		07/02/2026	-27	5,908.58	5,908.58
<b>Total for CARCD</b>					<b>\$5,908.58</b>	<b>\$5,908.58</b>
<b>TOTAL</b>					<b>\$5,908.58</b>	<b>\$5,908.58</b>

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

## Expenses by Vendor Summary

May 1-31, 2026

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	TOTAL
Adobe	24.99
Best Buy	1,957.48
CDFW-California Dept Fish & Wildlife	1,157.25
CubeSmart	109.00
Microsoft	148.91
PCE	500.00
QuickBooks	185.00
Riverside Office of County Counsel	1,430.15
Streamline	88.90
U.S. Postal Service	216.00
Visible	40.00
<b>TOTAL</b>	<b>\$5,857.68</b>

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# Management Report

Temecula-Elsinore-Anza-Murrieta Resource Conservation District  
For the period ended May 31, 2026

Prepared on  
**June 4, 2026**

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# Profit and Loss

July 2025 - May 2026

	<b>Total</b>
<b>INCOME</b>	
Investments	
Interest Income	10,005.46
<b>Total Investments</b>	<b>10,005.46</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	3,838.86
Grant Revenue	27,155.12
Grant IECF	49,990.00
Grant WETA	74,821.33
Outreach and Workshop Support	3,160.98
Program Promotion	898.71
<b>Total Grant Revenue</b>	<b>156,026.14</b>
<b>Total Service/Fee Income</b>	<b>159,865.00</b>
<b>Total Income</b>	<b>288,896.57</b>
<b>GROSS PROFIT</b>	<b>288,896.57</b>
<b>EXPENSES</b>	
General and Administration	
Accounting Fees	
Audit and Audit Documentation	3,000.00
Bookkeeping	10,924.75
<b>Total Accounting Fees</b>	<b>13,924.75</b>
Administrative Consulting	165.00
Advertising and Marketing	479.00
Computer, Data and Software	4,347.18
Insurance - Liability, D and O	3,328.32

	<b>Total</b>
Legal Fees	7,635.16
Membership Dues	1,484.70
Postage, Mailing Service	234.17
Quickbooks-Accounting	2,201.73
Storage	995.24
Telephone, Telecommunications	827.00
Travel and Meetings	
Conference, Convention, Meeting	1,530.75
Travel	957.09
<b>Total Travel and Meetings</b>	<b>2,487.84</b>
Website Expenses	954.50
<b>Total General and Administration</b>	<b>39,064.59</b>
License and Permit	188.73
<b>SERVICE COSTS</b>	
Contract Services	
RFC FACILITIES	2,139.47
HELASH	93.04
HILDY	186.07
HOMELESS MONITORING	2,724.66
LAKE ELSINORE	45,911.63
MORGAN VALLEY WASH	1,756.57
MURRIETA CREEK LINE F	93.04
PALOMAR-CORYDON CHANNEL	372.14
SANTA GERTRUDIS CREEK	25,425.10
TEMECULA CREEK AD 159	14,851.42
WARM SPRINGS / FRENCH VALLEY	5,184.10
WARM SPRINGS/BENTON CHANNEL	3,443.83
WILDOMAR CHANNEL	432.17
<b>Total RFC FACILITIES</b>	<b>102,613.24</b>
<b>Total Contract Services</b>	<b>102,613.24</b>
FC - Annual Fee	2,282.25
Grant Administration Expense	
Consultants and Contracts	
Conservation Tech	72,838.47
Program Management	60,529.43
Project Manager	1,856.43
Reimbursable Travel	2,716.32
Supplies	574.02
<b>Total Consultants and Contracts</b>	<b>138,514.67</b>
<b>Total Grant Administration Expense</b>	<b>138,514.67</b>
<b>Total SERVICE COSTS</b>	<b>243,410.16</b>
<b>Total Expenses</b>	<b>282,663.48</b>
<b>NET OPERATING INCOME</b>	<b>6,233.09</b>

	<b>Total</b>
<b>NET INCOME</b>	<b>\$6,233.09</b>

# Balance Sheet

As of May 31, 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-4631	100,000.00
Interest Chase CD Interest - 0618	74,996.49
<b>Total Chase CD</b>	<b>464,996.49</b>
Checking/Savings	
Chase Flood - 0600	152,997.74
Chase General - 0592	210,549.55
Chase Platinum - 9070	98,244.87
<b>Total Checking/Savings</b>	<b>461,792.16</b>
<b>Total Bank Accounts</b>	<b>926,788.65</b>
<b>Accounts Receivable</b>	
Accounts Receivable (A/R)	30,824.59
<b>Total Accounts Receivable</b>	<b>30,824.59</b>
<b>Total Current Assets</b>	<b>957,613.24</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>\$1,705,363.24</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Chase 8053	302.20
<b>Total Credit Cards</b>	<b>302.20</b>
<b>Total Current Liabilities</b>	<b>302.20</b>
<b>Total Liabilities</b>	<b>302.20</b>
<b>Equity</b>	
Retained Earnings	1,698,827.95
Net Income	6,233.09
<b>Total Equity</b>	<b>1,705,061.04</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,705,363.24</b>

# Statement of Cash Flows

July 2025 - May 2026

	<b>Total</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	6,233.09
Adjustments to reconcile Net Income to Net Cash provided by operations:	
Accounts Receivable (A/R)	15,834.62
Interest Receivable	896.54
Other Receivable	18,519.48
Prepaid Grant Expenses	1,945.71
Accounts Payable	-50,171.00
Chase 8053	302.20
<b>Total Adjustments to reconcile Net Income to Net Cash provided by operations:</b>	<b>-12,672.45</b>
<b>Net cash provided by operating activities</b>	<b>-6,439.36</b>
<b>NET CASH INCREASE FOR PERIOD</b>	<b>-6,439.36</b>
Cash at beginning of period	933,228.01
<b>CASH AT END OF PERIOD</b>	<b>\$926,788.65</b>



April 1, 2026

Board of Directors  
 Temecula-Elsinore-Anza-Murrieta Resource Conservation District  
 P.O. Box 2078  
 Temecula, CA 92593

We are pleased to confirm our understanding of the services we are to provide Temecula-Elsinore-Anza-Murrieta Resource Conservation District (District) as of and for the year ended June 30, 2026.

### **Audit Scope and Objectives**

We will audit the governmental activities and each major fund of the District, as of June 30, 2026, and for the year then ended and the related notes, which collectively comprise the District's basic financial statements as listed in the table of contents of the financial statements.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and, if applicable, in accordance with *Government Auditing Standards*, and/or any state or regulatory audit requirements will always detect a material misstatement when it exists.

Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP,) as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information (RSI) such as management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedule – General Fund

Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA | Shannon Bishop, CPA | Peter Glenn, CPA, CFE | Paul J. Kaymark, CPA  
 Jessica Miller, CPA | Angelika Vartikyan, CPA | Jared Solmosen, CPA | Oscar Gonzalez, CFE

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We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Auditor Responsibilities**

We will conduct our audit in accordance with GAAS and in accordance with *Government Auditing Standards*. As part of an audit in accordance with GAAS and in accordance with *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

1. Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
2. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
3. Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
4. Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and in accordance with *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

## Management Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a) For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
- b) For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c) To provide us with:
  - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - ii. Additional information that we may request from management for the purpose of the audit;
  - iii. Unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.
  - iv. A written acknowledgement of all the documents that management expects to issue that will be included in the annual report and the planned timing and method of issuance of that annual report; and
  - v. A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
- d) For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by us;
- e) For identifying and ensuring that the District complies with the laws and regulations applicable to its activities;
- f) For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g) For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h) For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i) For informing us of any known or suspected fraud affecting the District involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j) For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility:

- a) for the preparation of the supplementary information in accordance with the applicable criteria;
- b) to provide us with the appropriate written representations regarding supplementary information;
- c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and
- d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management, written confirmation concerning representations made to us in connection with the audit.

**Nonattest Services**

With respect to any nonattest services we perform,

At the end of the year, we agree to perform the following:

- a) Propose adjusting or correcting journal entries detected during the audit, if applicable, to be reviewed and approved by the District's management.
- b) Word process the financial statements using information provided by management.

We will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities.

The District's management is responsible for:

- a) making all management decisions and performing all management functions;
- b) assigning a competent individual to oversee the services;
- c) evaluating the adequacy of the services performed;
- d) evaluating and accepting responsibility for the results of the services performed; and
- e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the nonattest services are as follows:

- a) We will perform the services in accordance with applicable professional standards
- b) The nonattest services are limited to the services previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries. Our firm will advise the District with regard to tax positions taken in the preparation of the tax return, but the District must make all decisions with regard to those matters.

**Reporting**

We will issue a written report upon completion of our audit of the District's basic financial statements. Our report will be addressed to the Board of Directors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of Government Auditing Standards, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

***Preparation of State Controller Report*****Our Responsibilities**

The objective of our engagement is to prepare the annual Financial Transactions Report (FTR) in accordance with the California State Controller's Office Instructions based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's

Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the FTR.

Our engagement cannot be relied upon to identify or disclose any FTR misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the District or noncompliance with laws and regulations.

### Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare the FTR in accordance with the State Controller's Office Instructions. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your FTR in accordance with SSARs:

- a) The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
- c) The prevention and detection of fraud
- d) To ensure that the District complies with the laws and regulations applicable to its activities
- e) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements
- f) To provide us with:
  - i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
  - ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
  - iii. Unrestricted access to persons of whom we determine necessary to communicate.

As part of our engagement, we will issue a disclaimer that will state that the FTR were not subjected to an audit, review, or compilation engagement by us and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

### Engagement Fees

Our fixed fees for the services previously outlined will be as follows:

Financial Statements and Auditor Reports	\$2,500
Preparation of the State Controller's Report	500
<b>Total</b>	<b>\$3,000</b>

If significant changes occur in the District's audit requirements with the implementation of new Governmental Accounting Standards Board (GASB) Standards, *Government Auditing Standards* or the Audit and Accounting Guide for State and Local Governments issued by the AICPA for attest and/or nonattest services, this may render additional services needed which may increase the above noted fixed fee.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if the District's account becomes 60 days or more overdue and may not be resumed until the District's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. The District will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from District personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

Additionally, our fees are dependent on the availability, quality, and completeness of the District's records and, where applicable, upon the District's personnel providing the level of assistance identified in the "prepared by client" request list distributed at the end of our planning work (e.g., District employees preparing confirmations and schedules we request, locating documents selected by us for testing, etc.).

We will schedule the engagement based in part on deadlines, working conditions, and the availability of District key personnel. We will plan the engagement based on the assumption that District personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, District personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

If circumstances occur related to the condition of District records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Should our assumptions with respect to these matters be incorrect, or should the condition of the records, degree of cooperation, or other matters beyond our reasonable control require additional commitments by us beyond those upon which our estimated fees are based, we may adjust our fees and planned completion dates. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate as soon as reasonably practicable.

### **Scheduling**

Scheduling of the Audit Final-Fieldwork Dates will be based on an agreeable timetable with the District. We ask that the District prepare a completed and finalized Trial Balance and General Ledger in Excel form as of the June 30, 2026, date with all Balance Sheet accounts properly reconciled in Excel or PDF form and uploaded into the Suralink Portal System by the date scheduled. Failure to complete all the above noted items by the date scheduled will result in a \$1,000 extra fee charge and postponement of the audit to a later date. A 30-day notice before the initial scheduled Audit Final-Fieldwork date is required to change the date and avoid the extra \$1,000 fee. However, if a December or January date is chosen for the re-scheduled Audit Final-Fieldwork date, the \$1,000 fee will still apply to cover Overtime costs incurred during those months and will only guarantee the audit will be completed by January 31, 2027.

### **Other Engagement Matters**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

**Paul J Kaymark, CPA** is the engagement partner responsible for supervising the engagement and signing the report.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least seven years from the date of our report.

The audit documentation for this engagement is the property of Nigro & Nigro, PC and constitutes confidential information. However, we may be requested to make certain audit documentation available to regulatory agencies pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Nigro & Nigro, PC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulatory agencies. The regulatory agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies. We will notify the District of any such request.

### **Conflict Resolution**

Should any litigation or adverse action (such as audits by outside governmental agencies and/or threatened litigation, etc.), by third parties arise against the District or the board of directors subsequent to this engagement, which results in the subpoena of documents from Nigro & Nigro, PC and/or requires additional assistance from us to provide information, depositions or testimony, the District hereby agrees to compensate Nigro & Nigro, PC (at our standard hourly rates) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Nigro & Nigro, PC.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

The District and Nigro & Nigro, PC both agree that any dispute over fees charged by the auditor to the District will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. **IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.** The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

## Conclusion

At the conclusion of our audit engagement, we will communicate to the Board of Directors the following significant findings from the audit:

- a) Our view about the qualitative aspects of the District's significant accounting practices;
- b) Significant difficulties, if any, encountered during the audit;
- c) Uncorrected misstatements, other than those we believe are trivial, if any;
- d) Disagreements with management, if any;
- e) Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- f) Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- g) Representations we requested from management;
- h) Management's consultations with other accountants, if any; and
- i) Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

Enclosed, as required by *Government Auditing Standards*, is a copy of the report on the most recent peer review of our firm.

We appreciate the opportunity to provide these services and believe this letter accurately summarizes the significant terms of our engagement.

Very truly yours,



Nigro & Nigro, PC

The services and arrangements described in this letter are in accordance with our understanding and are acceptable to us.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



April 1, 2026

### **Governance Board and Management:**

This letter is provided in connection with our engagement to audit the financial statements of the entity as of and for the year ended June 30, 2026. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit, including significant risks we have identified.

### **Our Responsibilities**

As stated in our engagement letter dated April 1, 2026, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* for the purpose of forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit does not relieve you or management of your respective responsibilities.

Our responsibility relating to other information, whether financial or nonfinancial information (other than financial statements and the auditor's report thereon), included in the entity's annual report includes only the information identified in our report. We have no responsibility for determining whether the introductory information is properly stated. We require that we receive the final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report, or if that is not possible, as soon as practicable and, in any case, prior to the entity's issuance of such information.

### **Planned Scope of the Audit**

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting.

However, we will communicate to you at the conclusion of our audit any material weaknesses or significant deficiencies identified. We will also communicate to you:

- Any violation of laws or regulations that come to our attention;
- Our views relating to qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;
- Disagreements with management, if any, encountered during the audit;
- Significant unusual transactions, if any;
- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial reporting process.

Certain significant risks are presumptive in most audits and merit attention by the auditors due to the direct impact over financial reporting and internal control processes. Although we are currently in the planning stage of our audit, the following presumptive significant risks are applicable to our audit and require special audit considerations:

- *Management's override of internal controls over financial reporting:* Auditors must consider and respond to the risk of management override of internal controls, which is the intervention by management in handling financial information and making decisions contrary to internal control policy.
- *Revenue recognition:* Auditors must consider and respond to the risk of management subversion of generally accepted accounting principles in determining how and when revenue is recognized.
- *Significant estimates:* Auditors must consider and respond to the risk of management bias in significant accounting estimates. Financial statement areas containing significant estimates can include, but are not limited to, net pension liability and related deferred inflows/outflows, net OPEB liability and related deferred inflows/outflows, leases receivable and related deferred inflows of resources, lease and subscription liabilities, right-to-use assets, depreciation and amortization expense, fair value measurements and compensated absence liabilities.

We expect to begin our audit in approximately May 2026. Paul J. Kaymark, CPA and Jared Solmons, CPA will serve as the engagement and technical review partners and are responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the information and use of the governance board and management of the entity and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

A handwritten signature in blue ink that reads "Nigro & Nigro, PC". The signature is written in a cursive, flowing style.

Nigro & Nigro, PC

<b>TEAM RCD Budget FY26/27</b>	
Accounts	Budget
<b>Income</b>	
Investments	\$0.00
Interest Income	\$20,975.00
Other Types of Income	\$0.00
RCFC Pilot Projects	\$238,602.34
Access Road	
Gunderson Pond	
Grant Revenue	
IECF Grant	\$49,990.00
WCB Grant	\$997,000.00
WETA Grant	\$74,000.00
Whitewood Grant	\$15,000.00
Unapplied Cash Payment Income	
Uncategorized Income	
<b>Total Income</b>	<b>\$1,395,567.34</b>
<b>Expenses</b>	
Bad Debt	
General and Administration	
Accounting Fees	
Audit and Audit Documentation	\$3,000.00
Bookkeeping	\$15,000.00
Compilation Filing	
State Report	
Legal Fees	\$9,000.00
Books, Subscriptions, Reference	
Postage, Mailing Service	\$50.00
Printing and Copying	
Computer, Data and Software	\$3,000.00
Telephone, Telecommunications	\$850.00
Insurance - Liability, D and O	\$7,000.00
Travel and Meetings	\$0.00
Conference, Convention, Meeting	\$6,600.00
Other Travel	\$850.00
Area Meeting	
Administrative Consulting	\$175.00
Advertising and Marketing	\$500.00
Bank Fees	\$0.00
Charitable Contributions	

Insurance - Package Policy	
Membership Dues (CARCD/NACD)	\$1,558.94
Office Supplies	
Quickbooks-Accounting	\$2,400.00
Storage	\$1,092.00
Website Expenses (Streamline)	\$1,020.00
Interest Expense	
License and Permits	\$250.00
Purchases	
SERVICE COSTS	\$0.00
Contract Services	
Mitigation Projects - Adeline Farms	
Mitigation Projects - Bear Creek	
Mitigation Projects - Greer Ranch	
RFC FACILITIES	\$195,000.00
CDFW Annual Fee	\$1,250.00
Grant Administration Expense	
Consultants and Contracts	\$0.00
Conservation Tech	\$92,430.00
WETA Program Management	\$49,055.00
District Manager/Project Manager	\$193,876.00
Reimbursable Travel-Mileage	\$6,000.00
Supplies	\$500.00
WCB Consultants	\$750,000.00
Whitewood Consultant	\$12,750.00
Indirect Costs	
Unapplied Cash Bill Payment Expense	
Uncategorized Expense	
<b>Total Expense</b>	<b>\$1,374,820.47</b>
Reconciliation Discrepancies	
<b>Total Net Income</b>	<b>\$20,746.87</b>

**POLICY TITLE: Investment of District Funds**  
**POLICY NUMBER: 6080**

### **6080.1 PREMISE**

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5900 et seq. and 53601 et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The District Manager is required to annually prepare and submit a "Statement of Investment Policy" and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the TEAM RCD to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of TEAM RCD funds.

### **6080.2 SCOPE**

This investment policy applies to all financial assets of TEAM RCD. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:	Investments:
General Fund	Local Agency Investment Fund
Secretary Revolving Fund	
Operation and Maintenance Fund	
Enterprise Funds	

### **6080.3 PRUDENCE**

Investments shall be made: with the judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **6080.4 OBJECTIVES**

As specified in CGC 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

**6080.4.1** Safety: Safety of principal is the foremost objective of the investment program. Investments of TEAM RCD shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**6080.4.2** Liquidity: The investment portfolio will remain sufficiently liquid to enable TEAMRCD to meet all operating requirements that might be reasonably anticipated.

**6080.4.3** Return on Investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

#### **6080.5 DELEGATION OF AUTHORITY**

Authority to manage the TEAM RCD investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby delegated to the District Manager, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the District Manager. The District Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of California Government Code §53600.3, the District Manager is a trustee and a fiduciary subject to the prudent investor standard. Notwithstanding this paragraph, nothing in this Policy shall be interpreted to preclude the TEAMRCD from availing itself of statutes including, but not limited to, Government Code section 65966(m) permitting a third-party to hold, manage and invest endowment funds, nor shall this Policy apply to the investment of funds by that third-party.

#### **6080.6 ETHICS AND CONFLICTS OF INTEREST**

Officers, Directors, and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

#### **6080.7 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The District Manager will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness that are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the District Manager shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the District Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for TEAM RCD's account with the firm has reviewed TEAM RCD's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to TEAM RCD that are appropriate under the terms and conditions of the Investment Policy.

## 6080.8 AUTHORIZED AND SUITABLE INVESTMENTS

The TEAM RCD is empowered by California Government Code §53601, et seq., to invest in the following:

- 6080.8.1** Bonds issued by the TEAM RCD.
- 6080.8.2** United States Treasury bills, notes, bonds and certificates of indebtedness
- 6080.8.3** Registered state warrants or treasury notes or bonds issued by the State of California
- 6080.8.4** Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Finance Division Managers, other local agencies or Joint Powers Agencies.
- 6080.8.5** Registered treasury notes or bonds of any of the other 49 States, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled or operated by a state or by a department, board, agency, or authority of any other state.
- 6080.8.6** Obligations issued by agencies or instrumentalities of the United States Government.
- 6080.8.7** Bankers' acceptances with a term not to exceed 270 days. Not more than 40% of surplus funds can be invested in bankers' acceptances and no more than 30% of surplus funds can be invested in the bankers acceptances of any single commercial bank.
- 6080.8.8** Prime commercial paper of U.S. corporations with assets greater than \$500 million with a term not to exceed 180 days and the highest ranking by Moody's Investors Service or Standard & Poor's Corporation. Commercial paper cannot exceed 25% of total surplus funds, and no more than 10 percent of the outstanding commercial paper may be from any single issuer.
- 6080.8.9** Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Negotiable certificates of deposit must not exceed 30% of total surplus funds.
- 6080.8.10** Repurchase agreements with a final termination date not exceeding one year. The market value of securities that underlie a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly.
- 6080.8.11** Reverse repurchase agreements with a term not exceeding 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security. No more than 20% of surplus funds may be invested in reverse repurchase agreements. The

security to be sold using a reverse repurchase agreement or securities lending agreement must be owned and fully paid for a minimum of 30 days prior to sale.

- 6080.8.12** Medium-term notes with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment must be rated "A" or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this Policy and may not exceed 30 percent of the surplus funds.
- 6080.8.13** Designated mutual funds not exceeding 20 percent of surplus funds and no more than 10 percent of the funds may be invested in shares of beneficial interest of any one mutual fund. Designated mutual funds include those issued by diversified management companies that invest in the securities and obligations as authorized by this Policy and section 53601(l) of the Government Code.
- 6080.8.14** Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with this Policy.
- 6080.8.15** Mortgage backed securities and collateralized mortgage obligations not exceeding 20% of surplus funds and issued by an issuer having an "A" or higher rating for the issuer's debt as provided by an NRSRO and rated in a rating category of "AA" or its equivalent or better by an NRSRO.
- 6080.8.16** Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 of the Government Code that invests in the securities and obligations authorized by this Policy and as limited by section 53601(p) of the Government Code.
- 6080.8.17** State of California's Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1. The aggregate investment in LAIF shall not exceed \$50 million or the State-established maximum, whichever is greater.
- 6080.8.18** County Treasurer's Pooled Money Fund, pursuant to California Government Code Section 53684.

Except where otherwise noted, the maximum term or remaining maturity at the time of the investment must not exceed five years unless the Board of Directors provides express authority within three months prior to the investment.

- 6080.8.19** As directed by the TEAMRCD Board of Directors, the District Manager invests the District's funds in LAIF, the Local Agency Investment Fund.

## What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected with the goal of optimizing yields while prioritizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds help assist public agencies in strengthening and diversifying their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

## How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

## How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at [clientservices@californiaclass.com](mailto:clientservices@californiaclass.com). To obtain account forms and fund documents, visit [www.californiaclass.com/document-center/](http://www.californiaclass.com/document-center/).

## Sponsored By:



[www.calcities.org](http://www.calcities.org)



**California Special  
Districts Association**  
*Districts Stronger Together*

[www.csda.net](http://www.csda.net)

## CALIFORNIA CLASS FEATURES

As a California CLASS Participant, you have access to many convenient features:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Contributions by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No redemption notices for Prime Fund
- Participant-to-Participant transactions
- Dividends accrue daily and pay monthly
- No maximum or minimum transaction limits
- No maximum or minimum investment requirements
- No transaction fees\*
- Annual audit conducted by independent auditing firm\*\*
- Dedicated client service representatives available via phone or email on any business day

\*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.  
\*\*External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



## What are the objectives of California CLASS?

### Safety

The primary investment objective of the California CLASS Prime Fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

### Liquidity

When you invest in the California CLASS Prime Fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the online transaction portal. There are no redemption notices for the daily-liquid California CLASS Prime Fund. The California CLASS Enhanced Cash Fund is a variable NAV fund that provides next-day liquidity and requires a one-day notification of redemption.

### Competitive Returns

California CLASS strives to provide competitive yields while adhering to the objectives of safety and liquidity. Participants can benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. The portfolio performance objective is strengthened by the knowledge of

California public agency cash flows that the Public Trust team possesses.

### Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day via the California CLASS Online Transaction Portal at [www.californiaclass.com](http://www.californiaclass.com).

### Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, dividend accruals, and yield summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

### Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

**Have Questions?** Contact us or visit [www.californiaclass.com](http://www.californiaclass.com) for more information.



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Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the California CLASS Information Statement(s) before investing. California CLASS is not a bank. An investment in California CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the California CLASS Prime Fund seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the California CLASS Information Statement(s) before investing. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. The California CLASS Prime Fund is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit [www.spglobal.com](http://www.spglobal.com). The California CLASS Enhanced Cash Fund is rated by 'AAAF/S1' by FitchRatings. The 'AAAF' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'S1' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'S1' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit [www.fitchratings.com](http://www.fitchratings.com). Ratings are subject to change and do not remove credit risk.

Public Trust Advisors, LLC, a registered investment advisor with the U.S. Securities and Exchange Commission, provides investment advisory services to the Fund. PMA Securities, LLC, an affiliate of Public Trust Advisors, is a broker-dealer and municipal advisor registered with the SEC and MSRB and is a member of FINRA and SIPC and provides marketing, and securities and other institutional brokerage services.

**POLICY TITLE: Credit Card Policy and Procedures****POLICY NUMBER: 3260****3260.1 Purpose**

The purpose of this policy is to prescribe internal controls for management of District credit cards.

**3260.2 Scope**

This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

**3260.3 Implementation**

A credit card shall be issued to the Board President, District Manager, and eligible staff, as designated by the Board President or District Manager. Credit cards shall not be issued to or used by other members of the Board of Directors.

**3260.4 Policy for Using District Credit Cards**

It is the policy of TEAM RCD to permit use of a District credit card by eligible District employees for charging legitimate District expenses.

**3260.4.1** The purpose of a District credit card is to facilitate business conducted on behalf of the District. Eligible expenditures include transportation, lodging and other business-related expenses.

**3260.4.2** Use of a District credit card for personal expenses is prohibited. All credit card expenses shall be reasonable and necessary for the furtherance of District business.

**3260.5 Procedure for Using the District Credit Cards**

Eligible staff who are provided with a District credit card should complete the following documentation procedures:

**3260.5.1** All credit-card transactions shall have receipts attached and be sent via email to the District Manager and [accountmanager@teamrcd.org](mailto:accountmanager@teamrcd.org) within 5 days of transaction date. District purpose and appropriate charge account must be identified for each transaction.

**3260.5.2** All charges shall be examined by the District Manager to ensure that they represent proper and legitimate District expenditures.

**3260.5.3** Any questions on procedures for use of District credit cards should be directed to the District Manager.

**3260.6 Spending Limits & Controls**

**3260.6.1** Each cardholder will be assigned a credit limit of \$10,000 and single-transaction limit of \$500.

**3260.6.2** Cardholders must not exceed their assigned limits. When exceptions are needed for a specific project or trip, prior written approval must be obtained from the District Manager.

### **3260.7 Protocol for District Credit Card "Rewards Points" Usage**

The District may accrue rewards points in connection with card purchases. Reward points will automatically accumulate and should be used according to the following protocols:

- 3260.7.1** Credit card points can be redeemed for a variety of uses, including air travel, hotel stays, and gift cards; amounts required to take advantage of these uses vary according to the desired reward.
- 3260.7.2** Points can be redeemed with permission from the District Manager and will be applied only to the following pre-approved uses:
  - 3260.7.2.1** Air/ground travel or sleeping accommodations necessary for conduct of District business by the Board and/or employees.
  - 3260.7.2.2** Supplies for District events and/or general educational outreach.
  - 3260.7.2.3** Donations for organizations and/or events operating within the scope of the District's mission.
  - 3260.7.2.4** Other items and/or services necessary for conduct of District business, to be determined by the Board of Directors.

### **3260.8 Card Security and Compromise**

The cardholder is the only person authorized to use the assigned card. The card must not be lent to other employees or people not employed by the District. Employees must safeguard the physical card and card number at all times to prevent unauthorized access or fraud.

### **3260.9 Lost, Stolen, or Fraudulent Use of Cards**

In the event that a District credit card is lost, stolen, or suspected of being compromised, the cardholder must immediately contact the card issuer to lock the card and send notification via email to the District Manager and [accountmanager@teamrcd.org](mailto:accountmanager@teamrcd.org).

### **3260.10 Consequences for Policy Violations**

Violations of this policy, including personal charges, failure to submit receipts, and/or late receipt submissions, will be addressed fairly but firmly. Consequences may include:

- 3260.10.1** Reimbursement: Employees will be required to reimburse the District for any personal or unauthorized charges.
- 3260.10.2** Revocation of Privileges: Consistent card misuse and/or failure to follow timelines may result in cancellation of the card.
- 3260.10.3** Disciplinary Action: Depending on the severity of the misuse, disciplinary action up to and including termination of employment may be taken, as determined by the Board of Directors.

**TEMECULA-ELSINORE-ANZA-MURRIETA RESOURCE CONSERVATION DISTRICT  
BOARD PACKET MEMO**

**TO:** Board of Directors, TEAMRCD  
**FROM:** Board President  
**DATE:** June 11, 2026  
**RE:** Policy Manual Housekeeping – June 2026

## Item 1 – Deletion of Remaining Obsolete Policies

### Purpose

This item proposes the deletion of fifteen remaining obsolete policies from the TEAMRCD Policy Manual. These policies were identified in the Board’s March 2026 editorial assessment as having no substantive content, duplicating other policies, or having been written for an organization with no applicability to TEAMRCD’s current operations. This is the second and final housekeeping deletion packet prior to the full manual rewrite.

### Background

The Board completed the first housekeeping action on May 14, 2026, retiring approximately 40 personnel policies and all job descriptions, reducing the manual from approximately 305 pages to approximately 200 pages. The policies proposed today address the remaining items flagged for removal in the editorial assessment and will further reduce the manual ahead of the Phase 3 rewrite scheduled for August–November 2026.

None of the policies proposed for deletion govern any active district program, create any legal obligation, or cover any subject not addressed by another retained policy or external governing document. The one exception is Policy 2110, which is replaced by a single sentence rather than simply deleted.

### Proposed Deletions

Policy #	Title	Reason for Deletion
1005	Operating Principles (Norms)	The policy title and number appear in the manual but the policy contains no substantive provisions of its own. The subject matter is comprehensively addressed in Policies 2010 (Code of Ethics) and 2020 (Roles and Responsibilities of Directors).
2110	Rules of Order for Board and Committee Meetings	Unnecessarily recreates Robert’s Rules in-house. Replaced by a single sentence referencing standard parliamentary procedure.
2195	Ticket Distribution Policy	CSDA boilerplate with no operational relevance to TEAMRCD. Ticket distribution

		obligations are governed by the FPPC Conflict of Interest Code, already addressed in retained Policy 3140.
5020	Use of Tobacco Products within the District	Duplicate of Policy 5030 (Smoke-Free Workplace), which is retained.
6145	Special Projects Fund	No substantive content relevant to current district operations.
7000	Sustainability Business Goal	Series 7000 policies were written for a larger organization with facilities staff and physical office space. TEAMRCD operates remotely and these policies have never been applicable to district operations.
7010	Recycling	See 7000.
7020	Waste Management	See 7000.
7030	Water Use	See 7000.
7040	Environmental Policy – Paper Use	See 7000.
7050	Energy Conservation	See 7000.
7060	Environmentally Preferable Purchases and Practices	See 7000.
7070	Environmental Policy – Meeting Planning	See 7000.
7080	Environmental Policy – Transportation	See 7000.
7090	Indoor Environment	See 7000.

*Policy 2110 replacement: Following deletion, the following sentence will be inserted in its place: “Meetings of the Board of Directors are conducted in accordance with standard parliamentary procedure.”*

*Policy 5030 (Smoke-Free Workplace) is retained. Policy 5020 is deleted as its duplicate.*

*Policy 3140 (Gifts, Entertainment and Services) is retained. Policy 2195 is deleted as its subject matter is already governed by the FPPC Conflict of Interest Code referenced in Policy 3140.*

*Policy 6160 (Mitigation Program Report) is not included in this deletion packet. The Board adopted a new Mitigation Projects policy on March 13, 2025, which has replaced the prior content in the working copy of the manual. Cross-references in Policies 6020.17.5 and 6120.1.1 will be corrected in the Phase 3 rewrite.*

### **Effect of This Action**

Following adoption, staff will incorporate the deletions and the 2110 replacement sentence into the working copy of the Policy Manual and update the table of contents. The manual will then be ready for the Phase 3 governance and financial series rewrite, which will be brought to the Board for first review in August and for formal adoption in November 2026.

### **Recommended Motion**

Move to delete Policies 1005, 2110, 2195, 5020, 6145, and all of Series 7000 (Policies 7000 through 7090) from the TEAMRCD Policy Manual as listed in this memo, effective immediately, and to insert the following sentence in place of Policy 2110: “Meetings of the Board of Directors are conducted in accordance with standard parliamentary procedure.”

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## Item 2 – Conforming Amendment: Title Consistency Throughout the Manual

### Background

A review of the Policy Manual identified two title inconsistencies that should be corrected before the Phase 3 rewrite:

- “Executive Director” appears eight times in Policy 6100 (Purchasing). TEAMRCD does not have an Executive Director. The correct title is District Manager.
- “General Manager” appears ten times across six policies, including in the Board’s own March 2026 amendments to Policies 2060.5, 3000.4, and 3000.6. TEAMRCD’s adopted title is District Manager, as established in Policy 3000.

Both terms have been used interchangeably with District Manager but their presence creates ambiguity, particularly in the procurement section where the title of the officer authorized to approve purchases matters. This amendment standardizes the title throughout.

### Policies Affected

Policy #	Title	Term to Replace	Replacement
2060.5	Board Meeting Agenda	“General Manager” (1 instance)	“District Manager”
3000.4	District Manager – Supervision and Direction	“General Manager” (3 instances)	“District Manager”
3000.6	District Manager – Interim Executive Authority	“General Manager” (2 instances)	“District Manager”
5010	Substance Abuse	“General Manager” (4 instances)	“District Manager”
6100	Purchasing/Public Contract Bidding	“Executive Director” (8 instances)	“District Manager”
6130	District Property	“General Manager” (1 instance)	“District Manager”
6150	Environmental Review Guidelines	“General Manager” (1 instance)	“District Manager”

*The purchasing thresholds, approval levels, and all substantive provisions of the affected policies are unchanged. This amendment corrects titles only.*

*Policy 5010 (Substance Abuse) references “General Manager” in the context of a drug testing program. These references are corrected here. The policy itself remains a candidate for consolidation or replacement in the Phase 3 rewrite given its origins as an IERCD template.*

### Recommended Motion

Move to amend the TEAMRCD Policy Manual by replacing all references to “Executive Director” and “General Manager” with “District Manager” throughout Policies 2060.5, 3000.4, 3000.6, 5010, 6100, 6130, and 6150, effective immediately.

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**Pew**

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**Please save the date!**



**2026 Corridors, Connectivity, and Crossings  
Conference**

December 8-10, 2026  
Santa Ana Pueblo, New Mexico

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Dear Clifton,

We're thrilled to invite you to save the date for the third biennial Corridors, Connectivity, and Crossings Conference. At this gathering, Tribal, state, federal, academic, industry, and nongovernmental leaders will collectively examine the latest science, policy, and management developments in wildlife corridor conservation. The conference will occur in collaboration with the

Pueblo of Santa Ana, along the banks of the Rio Grande River. It begins the morning of December 8 and will adjourn in the early afternoon of December 10.

More details will be shared soon, but for now, we hope you'll mark your calendar and plan to join us. We look forward to welcoming you and coming together for an unforgettable event.

Cheers,



**Matthew Skroch**

Director, U.S. Conservation

The Pew Charitable Trusts

The Pew Charitable Trusts makes every effort to comply with federal, state, and local government ethics rules, including when hosting events. Please make sure that your participation is consistent with applicable ethics rules.

## Conservation Technician Update

May 2026

May was a home hardening month above all else, with a major parallel effort to line up replacement funding before the current program money runs out. Most of my field time went to assessments out in Anza, I put a lot of hours into a new grant proposal with a partner district, and I kept up the regular easement monitoring and flood work in between.

The home hardening program stayed at the core of what I'm running day to day. I completed seven assessments in Anza early in the month, five on the 4th and two on the 5th, and went back out on the 7th to scout additional candidate sites in person. Late in the month I had another Anza field day on the 28th, walking a mix of private and Reservation (RCA) parcels to figure out where future projects might go. I'm also working to fill out some IECF RPP projects, identifying and highlighting any fuels and fire mitigation work we can take on across the District.

A big piece of this month was figuring out how to keep this work funded once the current home hardening (IECF) money runs out. The plan is to pursue the Cal Fire Wildfire Prevention Grants Program (WPGP), in partnership with the San Jacinto Basin Resource Conservation District.

This month I finished a proposal for Brett and his board laying out the approach, which includes a Community Wildfire Protection Plan (CWPP) component that builds on work from last year's grant cycle to make the process easier. The proposed scope would continue the defensible space and home hardening work and add some field capacity. I've only just begun work on the actual grant application.

On the easement side, I worked two District properties. At Greer Ranch we held a field day with C. Meek, T. Biancardi, Murrieta Fire, and Greer personnel, and started laying out a multistage cleanup. We're organizing it around Murrieta Fire's priorities: thirty feet of clearance from structures, ten feet from roads, and a thirty-foot perimeter around the Bowervine plot. I also finished the Greer easement monitoring this month, along with the research into the 60-foot access-road easement question. At Adeline's Farm I completed the monitoring visit and updated the 2026 report, and in the process I found that the parcel is actually owned by Riverside County Flood Control; I wanted to flag that, since it may matter for how the easement gets handled going forward.

The usual flood control work continued underneath all of this. I ran two homeless encampment monitoring routes, on the 13th and the 27th. Activity stayed low this month; I logged only three camps across the entire month, though I did note a new hole cut in one of the fences. I also put together flood reports both early and late in the month.

On top of that I updated the program pages on the website and kept up my regular check-ins with T. Biancardi and C. Meek. Looking ahead, my priorities are moving the Greer cleanup forward through its stages, continuing work on the WPGP grant application, and building out the IECF RPP projects and the fire work we can take on across the District.

LAW OFFICES OF  
BEST BEST & KRIEGER LLP

**CONFLICT OF INTEREST CODE  
OF THE  
TEMECULA-ELSINORE-ANZA-MURRIETA  
RESOURCE CONSERVATION DISTRICT**

**(Amended May 14, 2020)**

The Political Reform Act (Gov. Code § 81000, et seq.) requires state and local government agencies to adopt and promulgate a conflict of interest code. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs. § 18730 ["Regulation 18730"]) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, Regulation 18730 may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. This incorporation page, Regulation 18730 and the attached Appendix designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the **Temecula-Elsinore-Anza-Murrieta Resource Conservation District (the "District")**.

All officials and designated positions required to submit a statement of economic interests shall file their statements with the **District Secretary** as the District's Filing Officer. The **District Secretary** shall make and retain a copy of all statements filed by the District Manager and members of the Board of Directors and Associate Directors, and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. (Gov. Code, § 87500.) The **District Secretary** shall retain the original statements filed by all other officials and designated positions and shall make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code §81008.)

FORM APPROVED COUNTY COUNSEL  
BY:   
DANIELLE D. MALAND

31168 00009/32863628.3

BB&K - May 2020

LAW OFFICES OF  
BEST BEST & KRIEGER LLP

**APPENDIX**  
**CONFLICT OF INTEREST CODE OF THE**  
**TEMECULA-ELSINORE-ANZA-MURRIETA RESOURCE**  
**CONSERVATION DISTRICT**

(Amended May 14, 2020)

**PART "A"**

**OFFICIALS WHO MANAGE PUBLIC INVESTMENTS**

District officials who manage public investments, as defined by 2 Cal. Code of Regs. § 18700.3(b), are NOT subject to the District's Code, but must file disclosure statements under Government Code section 87200 et seq. (Regs. § 18730(b)(3)). These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members, Board of Directors and Associate Directors  
District Manager  
Investment Consultant

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code section 87200.

*BB&K – May 2020*

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**DESIGNATED POSITIONS**

**GOVERNED BY THE CONFLICT OF INTEREST CODE**

<b><u>Designated Positions</u></b>	<b><u>Disclosure Category Assigned</u></b>
Conservation Educator	4
Education Coordinator General Counsel	4
Field Ecologist	4
General Counsel	1, 2
Natural Resources Manager	2, 4
Project Manager	2, 4
Consultants and New Positions <sup>2</sup>	

<sup>2</sup> Individuals serving as a consultant as defined in FPPC Reg. 18700.3 or in a new position created since this Code was last approved that makes or participates in making decisions must file under the broadest disclosure set forth in this Code subject to the following limitation:

The District Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The District Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

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**PART "B"**

**DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup> "Investment means financial interest in any business entity (including a consulting business or other independent contracting business) and are reportable if they are either located in, doing business in, planning to do business in, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in, or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District, or within two (2) miles of any land owned or used by the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the designated position's department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

## FAIR POLITICAL PRACTICES COMMISSION

## 2026 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

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The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2026**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2026**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2026 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

### **The Local Agency Biennial Notice is not forwarded to the FPPC.**

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

**If you answer yes, to any of the questions below, your agency's code probably needs to be amended.**

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

## 2022 Local Agency Biennial Notice

Name of Agency: Temecula Elsinore Anza Murrieta Resource Conservation Dist

Mailing Address: P.O. Box 2078

Contact Person: ROSE CORONA Phone No. 909-208-7848

Email: rose.corona@temurcd.org Alternate Email: \_\_\_\_\_

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

An amendment is required. The following amendments are necessary:

(Check all that apply.)

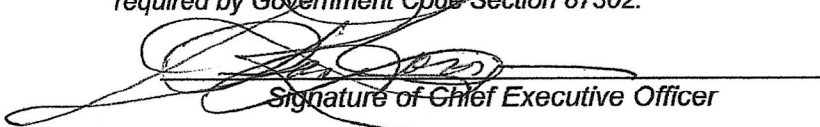
- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

  
Signature of Chief Executive Officer

6/10/22  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2022**, or by the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**