



MISSION RESOURCE CONSERVATION DISTRICT

138 S. Brandon Rd, Fallbrook, CA 92028

Board Meeting, Monday – November 17, 2025

3:00 p.m.

AGENDA

I. CALL TO ORDER

II. Welcome Guests

III. Roll Call, Determination of Quorum

IV. Additions to the Agenda (Gov. Code 54954.2(b))

In accordance with Government Code Section 54954.2 (the Brown Act), additions/changes to the agenda generally require a determination by a two-thirds majority vote of the members of the Board present at the meeting, or, if less than two-thirds of the members present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the District subsequent to the agenda being posted.

V. Oral Communications to the Board of Directors (Gov. Code 54954.3 (a))

This portion of the agenda may be used by any person to address the Board of Directors on any matter within the jurisdiction of Mission Resource Conservation District. However, depending on the subject matter, the Board of Directors may be unable to respond to at this time until the specific item is placed on the addenda at a future meeting in accordance with the Brown Act. Speakers are limited to three minutes.

SECTION 1 – CONSENT ITEMS

Consent Calendar items are routine and non-controversial, to be acted upon by the Board at one time without discussion. If any Board member, staff member, or interested person requests that an item be removed from the Consent Calendar, it shall be removed so that it may be acted upon separately.

1-A: Treasurer's Reports

1-B: Monthly Expenses

1-C: Minutes – 10/20/2025

SECTION 2 – STAFF, OTHER AGENCY, DIRECTOR, COMMITTEE REPORTS

2-A: NRCS Report

2-B: District Manager Report

2-C: Directors' Reports

2-D: Legislative Updates

2-E: Board Committee Reports



SECTION 3 – CORRESPONDENCE

SECTION 4 – BOARD ACTION / DISCUSSION ITEMS

4-1: Board Member updates and appointments

4-2: Change frequency of meeting

4-3: Consider dark December

SECTION 5 – LEGAL MATTERS

SECTION 6 – AGENDA SUGGESTIONS - NEXT MEETING & ADJOURNMENT

Mission Resource Conservation District

Profit Loss

October 2025

	TOTAL				
	OCT 2025	SEP 2025 (PP)	CHANGE	JUL - OCT, 2025 (YTD)	% OF INCOME
Income					
Landscape	0.00	0.00	0.00	0.00	0.00 %
OC Landscape	21,699.75	0.00	21,699.75	48,693.25	45.10 %
Total Landscape	21,699.75	0.00	21,699.75	48,693.25	45.10 %
Agricultural Program	7,098.15	32,911.25	-25,813.10	55,542.80	14.75 %
TEAM	0.00	0.00	0.00	0.00	0.00 %
TEAM - Other	6,687.50	0.00	6,687.50	17,757.99	13.90 %
Total TEAM	6,687.50	0.00	6,687.50	17,757.99	13.90 %
AG Evaluation	1,200.00	0.00	1,200.00	264,467.62	2.49 %
Ag Soil Moisture Sensor	0.00	0.00	0.00	3,049.70	0.00 %
Total Agricultural Program	14,985.65	32,911.25	-17,925.60	340,818.11	31.15 %
Weed Management Grants	6,258.22	0.00	6,258.22	6,258.22	13.01 %
Services	3,953.06	5,700.00	-1,746.94	17,978.06	8.22 %
General Revenues	0.00	0.00	0.00	0.00	0.00 %
Interest Income	1,215.98	1,375.82	-159.84	5,650.54	2.53 %
Property Taxes	0.00	559.21	-559.21	1,409.40	0.00 %
Total General Revenues	1,215.98	1,935.03	-719.05	7,059.94	2.53 %
SDCWA - AIEP	0.00	0.00	0.00	378.00	0.00 %
Total Income	\$48,112.66	\$40,546.28	\$7,566.38	\$421,185.58	100.00 %
Cost of Goods Sold					
Program Passthrough	4,092.20	2,140.14	1,952.06	29,688.75	8.51 %
WETA	1,000.00	0.00	1,000.00	1,380.00	2.08 %
Agricultural Rebate	0.00	5,000.00	-5,000.00	5,000.00	0.00 %
WCB	0.00	0.00	0.00	23,112.50	0.00 %
Weed Management	-3,223.28	0.00	-3,223.28	-3,223.28	-6.70 %
Total Program Passthrough	1,868.92	7,140.14	-5,271.22	55,957.97	3.88 %
Total Cost of Goods Sold	\$1,868.92	\$7,140.14	\$ -5,271.22	\$55,957.97	3.88 %
GROSS PROFIT	\$46,243.74	\$33,406.14	\$12,837.60	\$365,227.61	96.12 %
Expenses					
Labor	0.00	0.00	0.00	0.00	0.00 %
Wages	24,820.75	25,003.55	-182.80	115,059.41	51.59 %
Payroll Tax Expenses	1,881.32	1,813.99	67.33	8,499.81	3.91 %
Health Insurance	792.94	792.94	0.00	3,057.70	1.65 %
Work Comp	116.96	116.96	0.00	467.84	0.24 %
Total Labor	27,611.97	27,727.44	-115.47	127,084.76	57.39 %

Mission Resource Conservation District

Profit Loss

October 2025

	TOTAL				
	OCT 2025	SEP 2025 (PP)	CHANGE	JUL - OCT, 2025 (YTD)	% OF INCOME
Office & Admin	113.14	137.39	-24.25	250.53	0.24 %
Professional Fees	0.00	0.00	0.00	0.00	0.00 %
Consultant	2,100.00	2,100.00	0.00	5,765.00	4.36 %
Auditor	291.66	291.66	0.00	1,166.64	0.61 %
Total Professional Fees	2,391.66	2,391.66	0.00	6,931.64	4.97 %
Dues and Subscriptions	1,937.00	49.00	1,888.00	2,107.93	4.03 %
Website Maintenance & IT Support	702.83	962.71	-259.88	3,090.96	1.46 %
Payroll Service Fees	606.00	606.00	0.00	2,424.00	1.26 %
Office Expense	392.18	125.00	267.18	1,700.27	0.82 %
Travel, Training & Meeting	40.00	159.00	-119.00	469.00	0.08 %
Late Fees	0.00	0.00	0.00	0.00	0.00 %
Postage and Delivery	0.00	148.69	-148.69	182.70	0.00 %
Total Office & Admin	6,182.81	4,579.45	1,603.36	17,157.03	12.85 %
Facilities Overhead	0.00	0.00	0.00	0.00	0.00 %
Automobile Expense	11.64	21.22	-9.58	80.76	0.02 %
Fuel	969.61	496.75	472.86	2,223.95	2.02 %
Fleet Management	308.09	46.52	261.57	401.13	0.64 %
Fastrak	210.00	0.00	210.00	420.00	0.44 %
Vehicle Repairs	25.00	93.46	-68.46	184.41	0.05 %
Total Automobile Expense	1,524.34	657.95	866.39	3,310.25	3.17 %
Rent	975.00	1,775.00	-800.00	4,700.00	2.03 %
Insurance	965.41	1,057.02	-91.61	3,953.25	2.01 %
Telephone	122.47	122.10	0.37	491.98	0.25 %
Building Maintenance	0.00	0.00	0.00	21.93	0.00 %
Total Facilities Overhead	3,587.22	3,612.07	-24.85	12,477.41	7.46 %
Total Expenses	\$37,382.00	\$35,918.96	\$1,463.04	\$156,719.20	77.70 %
NET OPERATING INCOME	\$8,861.74	\$ -2,512.82	\$11,374.56	\$208,508.41	18.42 %
NET INCOME	\$8,861.74	\$ -2,512.82	\$11,374.56	\$208,508.41	18.42 %

Mission Resource Conservation District

Operating Balance Sheet

As of October 31, 2025

	OCT 2025			
	CURRENT	AS OF SEP 30, 2025 (PP)	CHANGE	AS OF OCT 31, 2024 (PY)
ASSETS				
Current Assets				
Bank Accounts				
County Account	5,469.25	5,469.25	0.00	7,275.49
Five Star Bank - Money Mkt	340,034.53	338,818.55	1,215.98	277,753.15
Five Star Bank -Checking	-20,001.58	-35,488.00	15,486.42	74,777.81
In-Lieu	7,835.24	7,835.24	0.00	7,559.60
SD County FMV	-1,514.53	-1,514.53	0.00	-1,514.53
Vista School Endowment	26,455.55	26,455.55	0.00	25,524.87
Warm Springs Creek	240.98	240.98	0.00	232.51
Total Bank Accounts	\$358,519.44	\$341,817.04	\$16,702.40	\$391,608.90
Accounts Receivable				
Accounts Receivable	73,023.14	134,616.91	-61,593.77	72,362.27
Total Accounts Receivable	\$73,023.14	\$134,616.91	\$ -61,593.77	\$72,362.27
Other Current Assets				
Petty Cash Fund	34.89	34.89	0.00	51.36
Prepaid Audit	2,333.36	2,625.02	-291.66	0.00
Prepaid Insurance	8,659.09	9,741.46	-1,082.37	9,503.79
Prepaid Other	25,669.00	25,669.00	0.00	12,972.00
Prepaid Rent Deposit	480.00	480.00	0.00	480.00
Total Other Current Assets	\$37,176.34	\$38,550.37	\$ -1,374.03	\$23,007.15
Total Current Assets	\$468,718.92	\$514,984.32	\$ -46,265.40	\$486,978.32
Fixed Assets				
Capital Assets				
Capital Assets	0.00	0.00	0.00	0.00
Accumulated Depreciation	-25,603.00	-25,603.00	0.00	-21,579.00
Furniture & Equipment	22,737.00	22,737.00	0.00	22,737.00
Vehicles	17,500.00	17,500.00	0.00	17,500.00
Total Capital Assets	14,634.00	14,634.00	0.00	18,658.00
Total Fixed Assets	\$14,634.00	\$14,634.00	\$0.00	\$18,658.00
TOTAL ASSETS	\$483,352.92	\$529,618.32	\$ -46,265.40	\$505,636.32

Mission Resource Conservation District

Operating Balance Sheet

As of October 31, 2025

	OCT 2025			
	CURRENT	AS OF SEP 30, 2025 (PP)	CHANGE	AS OF OCT 31, 2024 (PY)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	14,542.45	69,596.45	-55,054.00	7,331.62
Total Accounts Payable	\$14,542.45	\$69,596.45	\$ -55,054.00	\$7,331.62
Credit Cards				
Mastercard Five Star Bank				
Mastercard Five Star Bank	0.00	73.14	-73.14	0.00
Visa Umpqua Bank				
Visa Umpqua Bank	0.00	0.00	0.00	0.00
Total Credit Cards	\$0.00	\$73.14	\$ -73.14	\$0.00
Other Current Liabilities				
Accrued Payroll/Liabilites				
Accrued Payroll/Liabilites	6,861.83	6,861.83	0.00	6,861.83
Accrued Vacation				
Accrued Vacation	3,763.34	3,763.34	0.00	3,763.34
Customer Deposit				
Customer Deposit	55,456.96	55,456.96	0.00	67,435.00
Deposits From Other Agencies				
Deposits From Other Agencies	13,091.20	13,091.20	0.00	13,091.20
Payroll Liabilities				
Payroll Liabilities	-125.78	-125.78	0.00	0.00
Total Other Current Liabilities	\$79,047.55	\$79,047.55	\$0.00	\$91,151.37
Total Current Liabilities	\$93,590.00	\$148,717.14	\$ -55,127.14	\$98,482.99
Total Liabilities	\$93,590.00	\$148,717.14	\$ -55,127.14	\$98,482.99
Equity				
Fund Balance				
Fund Balance	181,254.51	181,254.51	0.00	411,181.05
Net Income				
Net Income	208,508.41	199,646.67	8,861.74	-4,027.72
Total Equity	\$389,762.92	\$380,901.18	\$8,861.74	\$407,153.33
TOTAL LIABILITIES AND EQUITY	\$483,352.92	\$529,618.32	\$ -46,265.40	\$505,636.32

Monthly Transaction Report -
MISSION RESOURCE CONSERVATION DIST
October 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	CLEARED	AMOUNT
Five Star Bank -Checking								
Beginning Balance								
Five Star Bank -Checking	10/02/2025	Bill Payment (Check)	EFT100225	Verizon	CB001022057	Five Star Bank -Checking	Reconciled	-34.90
Five Star Bank -Checking	10/02/2025	Payment	EFT100225	SDCWA		Five Star Bank -Checking	Reconciled	67,352.80
Five Star Bank -Checking	10/03/2025	Payment	EFT100325	NACD - UAC		Five Star Bank -Checking	Reconciled	7,356.75
Five Star Bank -Checking	10/07/2025	Bill Payment (Check)	1368	Landscape One Inc.		Five Star Bank -Checking	Reconciled	-1,695.00
Five Star Bank -Checking	10/07/2025	Bill Payment (Check)	1369	SDRMA	7071	Five Star Bank -Checking	Reconciled	-91.61
Five Star Bank -Checking	10/07/2025	Bill Payment (Check)	1370	TY Nursery		Five Star Bank -Checking	Uncleared	-60,973.10
Five Star Bank -Checking	10/07/2025	Bill Payment (Check)	1371	L. Andersen Water Management		Five Star Bank -Checking	Reconciled	-1,050.00
Five Star Bank -Checking	10/07/2025	Bill Payment (Check)	1372	Springston Design		Five Star Bank -Checking	Reconciled	-200.00
Five Star Bank -Checking	10/07/2025	Bill Payment (Check)	1373	Kris Bonifas		Five Star Bank -Checking	Uncleared	-5,000.00
Five Star Bank -Checking	10/07/2025	Bill Payment (Check)	1374	L. Andersen Water Management		Five Star Bank -Checking	Reconciled	-2,100.00
Five Star Bank -Checking	10/10/2025	Journal Entry	PPE100825			Five Star Bank -Checking	Reconciled	-7,961.64
Five Star Bank -Checking	10/10/2025	Journal Entry	PPE100825		Check No. 1367	Five Star Bank -Checking	Uncleared	-2,360.99
Five Star Bank -Checking	10/10/2025	Journal Entry	TAX100825			Five Star Bank -Checking	Reconciled	-3,457.80
Five Star Bank -Checking	10/22/2025	Bill Payment (Check)	368464729325	Five Star Mastercard		Five Star Bank -Checking	Reconciled	-2,209.35
Five Star Bank -Checking	10/24/2025	Bill Payment (Check)	433010242025	Shell	0496-00-469244-8	Five Star Bank -Checking	Reconciled	-332.61
Five Star Bank -Checking	10/28/2025	Payment		RCD Greater San Diego County		Five Star Bank -Checking	Reconciled	24,779.92
Five Star Bank -Checking	10/28/2025	Payment		TEAM RCD		Five Star Bank -Checking	Reconciled	5,531.25
Five Star Bank -Checking	10/28/2025	Payment		TEAM RCD		Five Star Bank -Checking	Reconciled	6,760.64
Five Star Bank -Checking	10/28/2025	Bill Payment (Check)	1376	Landscape One Inc.		Five Star Bank -Checking	Uncleared	-1,385.00
Five Star Bank -Checking	10/28/2025	Bill Payment (Check)	1377	CSDA		Five Star Bank -Checking	Uncleared	-1,888.00
Five Star Bank -Checking	10/28/2025	Bill Payment (Check)	1378	AWPS		Five Star Bank -Checking	Uncleared	-1,000.00
Five Star Bank -Checking	10/28/2025	Bill Payment (Check)	1379	Fowler Pest Control		Five Star Bank -Checking	Uncleared	-81.00
Five Star Bank -Checking	10/28/2025	Bill Payment (Check)	1380	LDC Landscape		Five Star Bank -Checking	Uncleared	-240.00
Five Star Bank -Checking	10/31/2025	Bill Payment (Check)	PYMT100000712369	Kaiser Permanente	339467	Five Star Bank -Checking	Reconciled	-1,021.06
Five Star Bank -Checking	10/31/2025	Payment	EFT103125	MWDOC		Five Star Bank -Checking	Reconciled	10,707.20
Five Star Bank -Checking	10/31/2025	Journal Entry	PPE102225			Five Star Bank -Checking	Reconciled	-8,679.09
Five Star Bank -Checking	10/31/2025	Journal Entry	PPE102225		Check No. 1375	Five Star Bank -Checking	Uncleared	-1,669.90
Five Star Bank -Checking	10/31/2025	Journal Entry	TAX102225		CA State Taxes	Five Star Bank -Checking	Reconciled	-555.63
Five Star Bank -Checking	10/31/2025	Journal Entry	TAX102225		Fed W/H Taxes	Five Star Bank -Checking	Reconciled	-3,015.46
Total for Five Star Bank -Checking								\$15,486.42
TOTAL								\$15,486.42



District Regular Board Meeting, October 20, 2025

3:00 p.m.

MINUTES

I. CALL TO ORDER

The meeting was called to order at 3:08 p.m. by President Scott Murray.

II. Welcome Guests – none present

III. Roll Call, Determination of Quorum - A Quorum is present.

Directors present: Scott Murray President
Bob Lin, Vice President
Peggy Brown, Treasurer

Directors absent: Victor Santos

Associates present: Mark Mervich, Cheryl Lindberg
Associates absent: Ross Pike
Staff present: Ani Vartanians, District Manager

IV. Additions to the Agenda (Gov. Code 54954.2(b)) - none.

V. Oral Communications to the Board of Directors – none.

SECTION 1 - CONSENT ITEMS

- 1-A: Treasurer's Reports
- 1-B: Monthly Expenses – September 2025
- 1-C: Minutes – September 2025 meeting

A motion was made and seconded to approve the Consent Items. The motion carried under the following vote:

Director Murray , Aye
Director Lin, Aye
Director Brown, Aye

SECTION 2 - STAFF, OTHER AGENCY, DIRECTOR, COMMITTEE REPORTS

- 2-A: NRCS Report – No report was given, NRCS on furlough due to government
- 2-B: District Manager Report – Ani Vartanians delivered a full written report on current activities, grants in process, and new grants applications pending. Government shutdown has halted federal grant processing; State grants are unaffected.
- 2-C: Directors Reports - none
- 2-D: Legislative Update – Ani reported that the Governor signed Prop 4 providing for conservation efforts which should benefit RCDs.
- 2-E: Board Committee Reports – none



CONSERVATION • DEVELOPMENT • SELF-GOVERNMENT

SECTION 3 - CORRESPONDENCE – email from CARCD containing its next meeting agenda was reviewed.

SECTION 4 - BOARD ACTION / DISCUSSION ITEMS

4-1: Board Member Updates and appointments. Selection to fill the vacancy is still pending from Supervisor Desmond’s office.

4.2: Legislative Updates. A motion was made and seconded to adjust the Agenda heading to read “Legislative Update”. The motion carried under the following vote:

Director Murray, Aye
Director Lin, Aye
Director Brown, Aye

4.3: LAFCO MSR. Ani reported on the MSR status. The October 27 committee meeting with LAFCO consultant has been postponed. The MSR will not be included in the November LAFCO agenda.

SECTION 5 - LEGAL MATTERS

No closed session was held.

SECTION 6 – AGENDA SUGGESTIONS – NEXT MEETING 11/17/2025

LAFCO MSR update; regular meetings alternate months; consider dark December, Board Appointments. Mission Medians grant update.

There being no further business, a motion was made, seconded and carried to *adjourn the meeting* under the following vote:

Director Murray, Aye
Director Lin, Aye
Director Brown, Aye

The meeting was adjourned at 4:10 p.m.

Minutes approved on: _____ 2025

Approved by: _____

Attest by: _____

DM Report – 11/17/2025

- **AWMP/AIEP San Diego County Water Authority** – In collab with RCD of Greater SD.
Staff: Ani Vartanians, Jameson Meyst, and Mia Lorence
Program Ends: December 2025
October Invoice Total: \$491.40 EST-GP: \$220.00 *Remaining Grant Funds: \$121,139.24*

- **NACD Resilient Farms – National Association of Conservation Districts**- Lance teaches these classes.
Staff: Lance Andersen and Emily Andersen
Program Ends: October 30, 2025
Quarterly payments of \$7,356.00 EST-GP: \$2,500.00 *Remaining Grant Funds: \$0.00*

- **Fire Home assessments** – In collab with RCD of Greater SD.
Staff: Mary Rodriguez
Program Ends: December 2025
October Invoice Total: \$1,200.00 EST-GP: \$300.00 *Remaining Grant Funds: \$14,200.00*

- **WETA –Water Efficiency Technical Assistance** - in collab with TEAM RCD.
Staff: Ani Vartanians, Jameson Meyst, Mia Lorence, & Mary Rodriguez
Program Ends: March 30, 2026 – PROGRAM EXTENDED 1 YEAR
October Invoice Total: \$2,912.50 EST-GP: \$700.00 *Remaining Grant Funds: \$49,256.37*

- **CARCD-USFS Monarch & Pollinator Habitat Restoration on DoD Lands Block Grant**
Staff: Lisa Dibbell, Mia Lorence, Mary Rodriguez, & Emily Andersen
Program Ends: April 2026 – Additional Funds granted \$18,700.00
October Invoice Total: \$0.00 EST-GP: \$0.00 *Remaining Grant Funds: \$23,962.25*

- **CARCD-WCB Climate Resilience through Habitat Restoration Block Grant**
Staff: Lisa Dibbell, Mia Lorence, Mary Rodriguez, & Emily Andersen
Program Ends: March 2027
October Invoice Total: \$10,879.95 EST-GP: \$3,200.000 *Remaining Grant Funds: \$78,745.87*

- **CSLM- Climate Smart Land Management**- In collab with RCD of Greater SD.
Staff: Lance is training Emily so we can keep all future funds
Program Ends: March 2027
Q3 October Invoice Total: \$1,779.92 EST-GP: \$500.00 *Remaining Grant Funds: \$122,058.28*

- **MWDOC- Municipal Water District of Orange County** – Turf Removal
Staff: Ani Vartanians, Joel Menard, and Mia Lorence
Program ends: December 2027
October Invoice Total: \$12,758.65 EST-GP: \$4,000.00 *Remaining Grant Funds: \$240,271.81*

DM Report – 11/17/2025

- National Fish Wildlife Foundation – Monarch Butterfly and Pollinators Conservation Fund was submitted successfully in July for \$289,553.58. Now we wait.
- Wildfire Prevention Grant- Dept of Forestry and Fire Protection – CAL Fire was submitted successfully in August for \$486,000. Now we wait. Thank you to Ross for providing two letters of support for our grant proposal. We also received a letter of support from Ken Derry Fallbrook FireSafe Council.
- Two potential Technical Assistant grant opportunities. One will be a block grant we will work with other RCD's including RCD of GreaterSD. The second grant, funded by NACD (National Association of Conservation Districts and USDA opens on 9/17. * * * Deadlines have been pushed back due to government shutdown.
- CBP Committee denied all funds for the community garden. Reasons stated were that they received more requests for money than they had funds for, and not enough of the community benefits from the garden.
Total requested from CBP \$219,150.46: Mission Medians \$99,262 - Community Garden \$119,888.46.
Committee granted Mission Medians \$51,312.00
- LAFCO working group did not meet in October. No updates to report.
- Restoration & Goldspotted Oak Borer Workshop – December 11th

Restoration & Goldspotted Oak Borer WORKSHOP

Ph.D. McDonald Chris

Ph.D. Nobua Beatriz

- Native plant restoration
- Habitat restoration
- Soil restoration
- Goldspotted Oak Borer

Thursday DECEMBER 11 TH
11:00 AM - 1:00 P.M

Location: 138 S Brandon Rd
FALLBROOK, CA

Free lunch included

RSVP:



or E-MAIL: agcoordinator@missionrcd.org

 UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

 USDA NRCS
U.S. Department of Agriculture
Natural Resources Conservation Service

 MISSION RESOURCE
CONSERVATION DISTRICT

SECTION 400. ORGANIZATION

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SECTION 400. ORGANIZATION

(Resource Conservation Districts Public Resources Code §9151, et seq.)

§401. Board of Directors

The District is governed by a five-member Board of Directors elected by the voters of the District from five separate Director Divisions.

All Powers, privileges, and duties vested in or imposed upon the District by law shall be exercised and performed by the Board of Directors, except as such Board shall delegate executive, administrative, and ministerial powers to officers and employees of the District, as hereinafter provided in this Administrative Code.

§402. Board Officers and Terms of Office

Board officers shall consist of a President, Vice President, and Treasurer, to be elected every two years at the first Board meeting in the month of January of each odd-numbered year. These designations will rotate every two years beginning at the first Board meeting in January of each odd-numbered year, with the Director serving in each capacity deemed elected in progressive succession (i.e. Treasurer becomes Vice President, Vice President becomes President, President becomes Director at large.) The Secretary will be appointed by the Board and will not be included in the progressive succession.

In the event the Treasurer or Vice President are unable (or decline) to serve an entire two-year term, the next Director in the line of succession will serve out the term. If the President is unable (or declines) to serve an entire two-year term, the Vice President will assume the term of the President, the Treasurer will assume the term of the Vice President, and the next Director at large in succession will assume the term of the Treasurer. Upon completion of the abbreviated term, each officer may then serve an additional full two-year term in the assumed office.

§403. Responsibilities of Board Officers

President

The President shall preside over the meetings of the Board of Directors in accordance with established rules of procedure and shall maintain order and decorum. The President shall authenticate by signature all official records of the District as required by law or as directed by a majority vote of the Board.

It shall be the responsibility of the President to set the time and place for any special meeting of the Board, and to appoint any standing and ad hoc committees of the Board. For standing committees, the President, at the first meeting in January of each odd-numbered year, will solicit requests from all.

Board members to serve, and will assign committees based upon interest and experience, while endeavoring to involve all members equally in the selection process. For ad hoc committees, the President will solicit Board member interest in serving, and will appoint the committees as deemed appropriate and necessary.

The President shall carry out such other duties and responsibilities as required or imposed by law or a majority vote of the Board.

Vice President

If the President is absent or unable to act, the Vice President shall exercise the powers of the President granted by law.

Treasurer

In conjunction with the Finance and Personnel Committee, the Treasurer shall determine that all moneys of the District are properly managed through delegation to the District Manager. The District Manager shall provide regular periodic financial reports evidencing proper money usage and management. Authorized disbursements are to be made consistent with the Board adopted purchasing policy. Investments are to be made consistent with Board approved investment policy.

Secretary

The Secretary shall provide notice as required by law, of any regular, special, or adjourned meeting, and will provide legal notice of any hearing before the Board. The Secretary will take written notes during required meetings, and will attest to the minutes, ordinances, resolutions, motions, and other documents of the Board.

The Secretary shall carry out such other duties and responsibilities as required or imposed by law or a majority vote of the Board.

§404. Placing Items on the Agenda

Any Board member, at a publicly noticed meeting, may request that an item be placed on an upcoming agenda for consideration. The requested item(s) will be placed on the agenda of the next regularly scheduled Board meeting for discussion/possible action.

§405. Board Agenda Review

The President (and in his/her absence, the Vice President) may meet with the District Manager in preparation for any regular, special, or adjourned meeting to review/discuss agenda items and any accompanying background information after official posting/noticing of the agenda. These meetings will be held in compliance with all applicable requirements of the Ralph M. Brown Act.

§ 406. Regular Meetings

A. The regular meeting of the Board shall be held at the location of the principal place of business, namely, 130 East Alvarado Street, Fallbrook, CA. The regular meeting shall be on the third Tuesday of each month and will be held at the hour of 6:45 p.m. (*Ord. No. xxxx*)

B. From time to time, the regularly scheduled meeting of the Board of Directors may be canceled upon determination by the Board President following consultation with the Board's Secretary that there is insufficient business to be transacted by the Board of Directors at the next regularly scheduled meeting. A notice of cancellation shall be posted in accordance with the most current applicable requirements of the Ralph M. Brown Act.

§ 407. Rules for Conducting Meetings

Except as otherwise provided by law, or ordinance adopted by the Board, "Roberts Rules of Order, Revised," are hereby adopted as the rules of practice and procedure governing the conduct of the business and procedure before the Board. The President shall preside at all meetings and shall have a vote on all matters before the Board. In the absence of the President, the Vice President shall preside, and in the absence of both, the presiding officer shall be elected by a majority vote of the members of the Board.

A recommendation made to the Board by a committee, at a duly held meeting of the Board, shall be deemed to be a seconded motion at the time made.

§ 408. Minutes of Meetings

- A. The minutes of the meetings of the Board shall be recorded and kept by the Secretary in a book maintained for that purpose entitled "Book of Minutes of the Meetings of the Board of Directors of the Mission Resource Conservation District". Unless otherwise expressly directed by the Board at the time of their adoption, all ordinances and resolutions adopted by the Board may be referred to in the minutes of the meetings of the Board by number and title, but the same shall be recorded in full in books kept for that purpose and entitled "Books of Ordinances" and "Books of Resolutions", respectively.
- B. B. The President or other person who may preside at the meeting, or the Secretary, shall authenticate the minutes, ordinances, and resolutions after these have been transcribed into the appropriate books, and when so authenticated, these shall constitute the official minutes, ordinances, and resolutions of the Board.
- C. C. The Minute book, the book of Ordinances, and the book of Resolutions shall be kept at the office of the Secretary at the principal place of business of the District.
- D. D. Minutes of each standing committee shall be prepared and filed promptly with the Board. The District Manager may serve as recording secretary for all standing

committee meetings and, as such, be responsible for the minutes of all standing committee meetings.

§409. District Seal

The seal, an impression of which is contained in a vault or locked cabinet, will bear the words, "Mission Resource Conservation District, Organized Month/Day/Year" adopted as the official seal of this District.

§410. Committees

The District shall have the following standing committees, whose function is to advise the Board of Directors with respect to the subjects under its continuing jurisdiction: Finance and Personnel; Public Outreach, Partnerships, and other Agency Relations; and Programs and Grants. Other standing committees may be established by the Board. The precise and/or additional duties and responsibilities of each standing committee will be those which customarily have been the District's regular practice and/or as specified by the Board.

Each standing committee shall have two members appointed by the Board President. The President shall appoint a committee chairman from the two members of the Board serving on each committee; however, no member shall be permitted to chair more than one standing committee without the approval of the Board. The District Manager may be invited by the Committee Chair to attend committee meetings. All standing committee members shall serve at the pleasure of the President of the Board.

Agendas of all standing committee meetings shall be prepared and posted in compliance with legal requirements and timelines. Meetings of standing committees are open and public and shall provide opportunity for public comment.

Ad hoc advisory committees of the Board, consisting of no more than two members of the Board, for special purposes and of a limited duration and jurisdiction, may be created by the Board President and appointments made thereto from the members of the Board.

Committees shall meet at such times, places and frequency as may be directed by its chairman, by the President or by the Board.

§411. Adoption of Ordinances and Resolutions

Except as otherwise provided by law, ordinances and resolutions of the District shall be adopted, amended (in whole or in part), and repealed (in whole or in part) by the Board of Directors only in the following manner:

A. Ordinances shall be adopted by the Board and may be amended or repealed (in whole or in part) only by an ordinance adopted by the Board in accordance with the applicable law.

B. Formal resolutions, that is, resolutions which are numbered and titled documents separate from the minutes of the meeting of the Board and required to be kept in the "Book of Resolutions", shall be adopted by the Board, and may be amended or repealed (in whole or in part) only by a formal resolution or an ordinance adopted by the Board, only at a duly held meeting of the Board. The number and title of formal resolutions shall be set forth in the agenda for the meeting.

C. At the time of presentation to the Board of the proposed ordinance or the proposed formal resolution, as the case may be, the reading in full thereof shall be deemed waived unless otherwise requested by any member of the Board. Ordinances and formal resolutions adopted by the Board shall contain the signed approval and attestation of the then Presiding Officer and Secretary, respectively, of the District.

D. Minute resolutions, as distinguished from formal resolutions, shall be adopted by the Board, and may be amended or repealed (in whole or in part) only by a minute resolution or a formal resolution or an ordinance adopted by the Board, only at a duly held meeting of the Board.

Revision of ADMIN CODE Section 406: Regular Meetings

§ 406. Regular Meetings

A. The regular meeting of the Board shall be held at the location of the principal place of business, namely, 138 S. Brandon Rd, Fallbrook, CA 92028. The regular meeting shall be on the third Monday of every other month and will be held at the hour of 3:00pm. Special meetings can be held in between regular meetings if necessary.

B. From time to time, the regularly scheduled meeting of the Board of Directors may be canceled upon determination by the Board President following consultation with the Board's Secretary that there is insufficient business to be transacted by the Board of Directors at the next regularly scheduled meeting. A notice of cancellation shall be posted in accordance with the most current applicable requirements of the Ralph M. Brown Act.