



MISSION RESOURCE CONSERVATION DISTRICT

138 S. Brandon Rd, Fallbrook, CA 92028

Board Meeting, Monday – January 12, 2026

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 – 11/17/25

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: Swearing in of new board member

4-2: LAFCO MSR update

4-3: Policy for board committee involvement

SECTION 5 – LEGAL MATTERS

SECTION 6 – AGENDA SUGGESTIONS - NEXT MEETING 03/16/2026 & ADJOURNMENT



District Regular Board Meeting, November 17, 2025

3:00 p.m.

MINUTES

I. CALL TO ORDER

The meeting was called to order at 3:05 p.m. by President Scott Murray.

II. Welcome Guests – Nancy Hienz-Glaser

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, 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 – Guest Ms. Heinz-Glaser discussed her experience in dealing with access to the Community Garden. She expressed confusion and concern on chain of command and communications protocols with Staff and/or Directors regarding the Garden.

SECTION 1 - CONSENT ITEMS

- 1-A: Treasurer’s Report
- 1-B: Monthly Expenses – October 2025
- 1-C: Minutes – October 2025 meeting

Following discussion about District finances, a motion was made and seconded to approve the Consent Items as presented. 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.
- 2-B: District Manager Report – Ani Vartanians delivered a full written report on current activities, grants in process, and new grants applications pending.
- 2-C: Directors Reports - none
- 2-D: Legislative Update – Ross Pike informed of several bills’ passage relating to various topics. Peggy Brown requested input from Scott Murray and Ani Vartanians on the County’s Sustainable Agricultural Lands Conservation (SALC) program and possible impacts on local farmers.
- 2-E: Board Committee Reports – none



SECTION 3 - CORRESPONDENCE

SECTION 4 - BOARD ACTION / DISCUSSION ITEMS

4-1: Board Member Updates and appointments. Ani reported that Lynne Barnett has been appointed by the Board of Supervisors to fill the Board vacancy.

4.2: Board of Directors, meeting frequency. Administrative Code section **406** was reviewed and discussed. A revised version was presented which updated the principal place of business and modified the regular meeting schedule to alternate months, from monthly.

A motion was made and seconded to approve the Revision of Administrative Code Section 406: Regular Meetings, as presented, beginning with January 2025. Starting time remains 3:00 p.m. The motion carried under the following vote:

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

4.3: Regular meeting, December 2025. A motion was made and seconded to forego a meeting in December. The motion carried under the following vote:

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

SECTION 5 - LEGAL MATTERS

No closed session was held.

SECTION 6 – AGENDA SUGGESTIONS – NEXT MEETING date TBD due to MLK holiday

Policy on primary point of contact for District business
Swearing in of new Director
LAFCO MSR 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 4:34 p.m.

Minutes approved on: _____ 2026

Approved by: _____

Attest by: _____

Monthly Expenses	
Phone/Computer/Software Services	\$ 1,600.00
Rent and storage	\$ 975.00
Payroll	\$ 27,000.00
Consulting Fees	\$ 400.00
SDRMA (insurance)	\$966.00
Workers Comp	\$ 117.00
Financial Audit	\$ 584.00
Membership Fees	\$ 300.00
Vehicles (includes mileage and fuel)	\$ 1,050.00
Staff Devopment	\$ 300.00
Misc	\$ 600.00

Monthly Expenses \$ 33,892.00

Monthly Revenue				
Program	Program End Date	November Revenue	December Revenue	Remaining Grant Funds
Municipal Water District of Orange County (MWDOC)	12/31/2027	\$14,949.60	\$14,922.15	\$210,400.06
CARCD-WCB (pollinator)	3/31/2027	\$8,357.58	\$7,203.80	\$52,304.54
Climate Smart Land Management	3/31/2027	\$0.00	\$3,770.62	\$118,287.66
TEAM WETA	3/31/2027	\$3,705.49	\$4,761.87	\$40,789.01
CARCD-USFS (pollinator)	4/30/2026	\$0.00	\$11,422.50	\$31,239.75
Fire Home assessments	3/31/2026	\$1,200.00	\$1,500.00	\$12,700.00
IERCD- Post Disaster	12/31/2025	\$0.00	\$4,413.01	\$0.00
SDCWA	12/31/2025	\$2,740.20	\$2,569.00	\$0.00
Tax Base		\$3,900.00	\$3,900.00	\$46,800.00
			\$ -	
Total Revenue:		\$ 34,852.87	\$ 54,462.95	\$ 512,521.02

DM Report – 01/12/2026

- National Fish Wildlife Foundation – Monarch Butterfly and Pollinators Conservation Fund was submitted successfully in July for \$289,553.58. **Denied**
- Wildfire Prevention Grant- Dept of Forestry and Fire Protection – CAL Fire was submitted successfully in August for \$486,000. **Denied**
- Technical Assistant grant opportunity for \$60K. We will work with other RCDs including RCD of GreaterSD and apply as a group.
- LAFCO working group did not meet in November or December. Nothing is scheduled for now.
No updates to report.
- Webinar/workshop: Get to know your water district FPUD – Tuesday, February 3rd @ 2pm

GET TO KNOW YOUR WATER DISTRICT- FALLBROOK

COSTS

PROGRAMS

RECYCLED WATER

FINANCIAL BENEFITS

REBATES \$



TUESDAY FEBRUARY 3rd 2:00 PM- 4:00 PM

RSVP :



**LOCATION: 990 E Mission Rd, FALLBROOK CA 92028
Board Room Fallbrook Public Utility District**

OR E-MAIL:

agcoordinator@missionrkd.org





Clerk of the Board of Supervisors

Boards and Commissions Code of Conduct

On September 27, 2022 (17), the County Board of Supervisors approved the following Code of Conduct for all County boards, commissions, and planning and sponsor groups. The Code of Conduct is incorporated in **Board Policy A-74**, "Participation in County Boards, Commissions and Committees" and **Board Policy I-1**, "Planning and Sponsor Group Policies and Procedures."

Code of Conduct for County of San Diego Boards, Commissions, Committees, Planning and Sponsor Groups

The County of San Diego's (County's) wide range of boards, commissions, committees, and planning and sponsor groups serve a critical role as a mechanism for civic engagement. While no single code of conduct can address the varied board, commission, committee and planning and sponsor group circumstances, the purpose of this universal Code of Conduct is to create standards and expectations of conduct that align with the County's values and the "**Code of Civil Discourse**" from the National Conflict Resolution Center as adopted by the County's Board of Supervisors.

All members of County boards, commissions, committees and planning and sponsor groups are expected to abide by this Code of Conduct.

By our conduct, we create an environment in which we adhere to and pledge to uphold the following values:

- We acknowledge that the principal function of County of San Diego boards, commissions, committees and planning and sponsor groups (or representatives) is public service, and we therefore commit to serving the public interest and promoting the greatest public good.
- We recognize that our actions impact the community's trust in the County and government as a whole and commit to act with honesty and integrity.
- We commit to vigilance in avoiding bias or conflict of interest whether they be real or perceived, acknowledging that even the perception of such corrodes public trust.
- We commit to fairness, impartiality, active listening, and consideration of all points of view by setting aside our personal agendas, affiliations, and biases. We make informed decisions after carefully weighing relevant data and assessing the merits and possible impacts.
- We recognize that diversity is a strength and commit to promoting an inclusive and welcoming culture at public meetings and with each other to foster participation and representation across all our varied communities.
- We practice civility by fostering a professional environment of courteous, respectful, and equitable treatment of our fellow members, elected officials, County staff and the residents we serve, through our words and actions whether we agree or disagree.
- We are committed to fostering an environment free from violence, discrimination, intimidation, or harassment of any kind.
- We are committed to transparency, access to information, and promoting broad public engagement.
- We will respect and comply with all applicable laws, regulations, and County policies including Board of Supervisors' Policy A-74, "Participation in County Boards, Commissions and Committees," the County's Code of Ethics, the Political Reform Act, and the Ralph M. Brown Act.

Each individual board, commission, committee or planning and sponsor group may adopt additional standards of conduct based on specific needs. Any code of conduct violations should be addressed according to the bylaws adopted by that board, commission, committee or planning and sponsor group.



Board of Directors Code of Conduct and Governance Responsibilities

Section 1. Purpose and Public Trust

The Board of Directors of the Mission Resource Conservation District (“District”) acknowledges that its principal function is public service. Directors shall at all times act in the public interest and promote the greatest public good in furtherance of the District’s mission.

Directors recognize that their actions impact public confidence in the District and in local government as a whole and therefore commit to conducting themselves with honesty, integrity, and accountability.

Section 2. Ethical Conduct and Conflicts of Interest

Directors shall exercise vigilance in avoiding actual or perceived conflicts of interest or bias, recognizing that even the appearance of impropriety undermines public trust. Directors shall comply with all applicable conflict-of-interest laws and disclosure requirements.

Directors shall act with fairness and impartiality, actively listen to all viewpoints, and set aside personal agendas, affiliations, or biases. Decisions shall be based on relevant facts, sound data, and consideration of potential impacts.

Section 3. Respect, Civility, and Inclusion

The Board recognizes that diversity of background, experience, and perspective strengthens governance and decision-making. Directors shall promote an inclusive, respectful, and welcoming environment at all public meetings and in all official interactions.

Directors shall conduct themselves in a civil, professional, and respectful manner toward fellow Directors, District staff, partner agencies, and members of the public, regardless of disagreement.

The District shall maintain an environment free from violence, discrimination, intimidation, or harassment of any kind.



Section 4. Transparency and Legal Compliance

The Board is committed to transparency, public access to information, and meaningful public engagement.

Directors shall comply with all applicable federal, state, and local laws and regulations governing public agencies, including but not limited to the Ralph M. Brown Act, the Political Reform Act, applicable provisions of the California Water Code governing Resource Conservation Districts, and all other relevant ethics and open-government requirements.

Section 5. Governance Authority and Role of the Board

The Board of Directors acts collectively as the **legislative and policy-making authority** of the District. Board authority is exercised only by formal action of the Board during duly noticed meetings.

Individual Directors have no independent authority to direct District operations, represent District positions, or supervise staff unless expressly authorized by Board action.

Section 6. Role of District Staff

District staff are responsible for the **administration, management, and day-to-day operations** of the District, including implementation of Board-adopted policies and programs.

Except during duly noticed Board meetings, **District staff serve as the primary public-facing representatives of the District**. Directors shall refrain from directing staff outside established channels or representing themselves as operational decision-makers.

Section 7. Board Interaction with the Public

Directors shall interact with the public in their official capacity primarily during duly noticed Board meetings or when authorized by formal Board action. Directors shall clearly distinguish personal opinions from official Board positions and shall not speak on behalf of the District unless authorized.



Section 8. Attendance and Vacancies

Regular attendance at Board meetings is essential to fulfilling fiduciary and governance responsibilities.

A Director shall be deemed to have **created a vacancy** on the Board if any of the following occur:

- a. The Director misses **one-third (1/3) of all duly called Board meetings within any rolling twelve (12)-month period**; or
- b. The Director misses **three (3) consecutive duly called Board meetings**, whether regular or special.

Supervisor-Appointed Directors

If the Director was appointed by a County Supervisor, the District shall notify the appointing Supervisor's office of the attendance issue and shall **receive confirmation or approval from that office prior to declaring the seat vacant**, consistent with applicable appointment authority and law.

Board President: _____

District Manager: _____

Date: _____