



MISSION RESOURCE CONSERVATION DISTRICT

138 S. Brandon Rd, Fallbrook, CA 92028

Board Meeting, Monday – September 15, 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 – 08/18/2025

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 -Ross Pike

2-E: Board Committee Reports



SECTION 3 – CORRESPONDENCE

SECTION 4 – BOARD ACTION / DISCUSSION ITEMS

4-1: Board Member Updates and appointments

4-2: Bylaws

SECTION 5 – LEGAL MATTERS

SECTION 6 – AGENDA SUGGESTIONS - NEXT MEETING 9/15/2025 & ADJOURNMENT

Mission Resource Conservation District

Operating Balance Sheet

As of August 31, 2025

	AUG 2025			
	CURRENT	AS OF JUL 31, 2025 (PP)	CHANGE	AS OF AUG 31, 2024 (PY)
ASSETS				
Current Assets				
Bank Accounts				
County Account	4,076.62	4,076.62	0.00	45,982.65
Five Star Bank - Money Mkt	337,636.28	336,416.92	1,219.36	177,046.40
Five Star Bank -Checking	-25,179.81	97,803.13	-122,982.94	119,992.23
In-Lieu	7,777.63	7,777.63	0.00	7,501.94
SD County FMV	-1,514.53	-1,514.53	0.00	-1,514.53
Vista School Endowment	26,261.02	26,261.02	0.00	25,330.18
Warm Springs Creek	239.21	239.21	0.00	230.73
Total Bank Accounts	\$349,296.42	\$471,060.00	\$ -121,763.58	\$374,569.60
Accounts Receivable				
Accounts Receivable	132,092.41	55,142.24	76,950.17	52,996.71
Total Accounts Receivable	\$132,092.41	\$55,142.24	\$76,950.17	\$52,996.71
Other Current Assets				
Petty Cash Fund	34.89	34.89	0.00	51.36
Prepaid Audit	2,916.68	3,500.00	-583.32	0.00
Prepaid Insurance	10,823.83	11,906.20	-1,082.37	11,879.71
Prepaid Other	25,669.00	25,669.00	0.00	6,486.00
Prepaid Rent Deposit	480.00	480.00	0.00	480.00
Total Other Current Assets	\$39,924.40	\$41,590.09	\$ -1,665.69	\$18,897.07
Total Current Assets	\$521,313.23	\$567,792.33	\$ -46,479.10	\$446,463.38
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	\$535,947.23	\$582,426.33	\$ -46,479.10	\$465,121.38

Mission Resource Conservation District

Operating Balance Sheet

As of August 31, 2025

	AUG 2025			
	CURRENT	AS OF JUL 31, 2025 (PP)	CHANGE	AS OF AUG 31, 2024 (PY)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	61,237.53	175,981.77	-114,744.24	5,263.86
Total Accounts Payable	\$61,237.53	\$175,981.77	\$ -114,744.24	\$5,263.86
Other Current Liabilities				
Accrued Payroll/Liabilites	6,861.83	6,861.83	0.00	6,861.83
Accrued Vacation	3,763.34	3,763.34	0.00	3,763.34
Customer Deposit	55,456.96	55,456.96	0.00	67,435.00
Deposits From Other Agencies	13,091.20	13,091.20	0.00	13,091.20
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	\$140,285.08	\$255,029.32	\$ -114,744.24	\$96,415.23
Total Liabilities	\$140,285.08	\$255,029.32	\$ -114,744.24	\$96,415.23
Equity				
Fund Balance	194,374.51	194,374.51	0.00	411,181.05
Net Income	201,287.64	133,022.50	68,265.14	-42,474.90
Total Equity	\$395,662.15	\$327,397.01	\$68,265.14	\$368,706.15
TOTAL LIABILITIES AND EQUITY	\$535,947.23	\$582,426.33	\$ -46,479.10	\$465,121.38

Mission Resource Conservation District

Profit Loss

August 2025

	TOTAL				
	AUG 2025	JUL 2025 (PP)	CHANGE	JUL - AUG, 2025 (YTD)	% OF INCOME
Income					
Agricultural Program	14,023.20	1,510.20	12,513.00	15,533.40	11.93 %
AG Evaluation	66,804.70	196,462.92	-129,658.22	263,267.62	56.82 %
TEAM	0.00	0.00	0.00	0.00	0.00 %
TEAM - Other	5,531.25	5,539.24	-7.99	11,070.49	4.70 %
Total TEAM	5,531.25	5,539.24	-7.99	11,070.49	4.70 %
Ag Soil Moisture Sensor	0.00	3,049.70	-3,049.70	3,049.70	0.00 %
Total Agricultural Program	86,359.15	206,562.06	-120,202.91	292,921.21	73.45 %
Landscape	0.00	0.00	0.00	0.00	0.00 %
OC Landscape	26,993.50	0.00	26,993.50	26,993.50	22.96 %
Total Landscape	26,993.50	0.00	26,993.50	26,993.50	22.96 %
Services	3,000.00	5,325.00	-2,325.00	8,325.00	2.55 %
General Revenues	0.00	0.00	0.00	0.00	0.00 %
Interest Income	1,219.36	1,609.78	-390.42	2,829.14	1.04 %
Property Taxes	0.00	186.01	-186.01	186.01	0.00 %
Total General Revenues	1,219.36	1,795.79	-576.43	3,015.15	1.04 %
SDCWA - AIEP	0.00	378.00	-378.00	378.00	0.00 %
Total Income	\$117,572.01	\$214,060.85	\$ -96,488.84	\$331,632.86	100.00 %
Cost of Goods Sold					
Program Passthrough	2,016.00	21,440.41	-19,424.41	23,456.41	1.71 %
WCB	0.00	23,112.50	-23,112.50	23,112.50	0.00 %
WETA	0.00	380.00	-380.00	380.00	0.00 %
Total Program Passthrough	2,016.00	44,932.91	-42,916.91	46,948.91	1.71 %
Total Cost of Goods Sold	\$2,016.00	\$44,932.91	\$ -42,916.91	\$46,948.91	1.71 %
GROSS PROFIT	\$115,556.01	\$169,127.94	\$ -53,571.93	\$284,683.95	98.29 %
Expenses					
Labor	0.00	0.00	0.00	0.00	0.00 %
Wages	37,270.66	27,964.45	9,306.21	65,235.11	31.70 %
Payroll Tax Expenses	2,825.04	1,979.46	845.58	4,804.50	2.40 %
Health Insurance	678.88	792.94	-114.06	1,471.82	0.58 %
Work Comp	116.96	116.96	0.00	233.92	0.10 %
Total Labor	40,891.54	30,853.81	10,037.73	71,745.35	34.78 %
Office & Admin	0.00	0.00	0.00	0.00	0.00 %
Professional Fees	0.00	0.00	0.00	0.00	0.00 %
Consultant	1,190.00	375.00	815.00	1,565.00	1.01 %
Auditor	583.32	0.00	583.32	583.32	0.50 %
Total Professional Fees	1,773.32	375.00	1,398.32	2,148.32	1.51 %
Website Maintenance & IT Suppor	1,012.47	412.95	599.52	1,425.42	0.86 %
Payroll Service Fees	606.00	606.00	0.00	1,212.00	0.52 %
Travel, Training & Meeting	245.00	25.00	220.00	270.00	0.21 %

Mission Resource Conservation District

Profit Loss

August 2025

	TOTAL				
	AUG 2025	JUL 2025 (PP)	CHANGE	JUL - AUG, 2025 (YTD)	% OF INCOME
Office Expense	150.79	1,032.30	-881.51	1,183.09	0.13 %
Postage and Delivery	6.08	27.93	-21.85	34.01	0.01 %
Dues and Subscriptions	0.00	100.00	-100.00	100.00	0.00 %
Late Fees	0.00	0.00	0.00	0.00	0.00 %
Total Office & Admin	3,793.66	2,579.18	1,214.48	6,372.84	3.23 %
Facilities Overhead	0.00	0.00	0.00	0.00	0.00 %
Rent	975.00	975.00	0.00	1,950.00	0.83 %
Insurance	965.41	965.41	0.00	1,930.82	0.82 %
Automobile Expense	9.80	38.10	-28.30	47.90	0.01 %
Fuel	440.94	316.65	124.29	757.59	0.38 %
Vehicle Repairs	65.95	0.00	65.95	65.95	0.06 %
Fleet Management	23.26	23.26	0.00	46.52	0.02 %
Fastrak	0.00	210.00	-210.00	210.00	0.00 %
Total Automobile Expense	539.95	588.01	-48.06	1,127.96	0.46 %
Telephone	125.31	122.10	3.21	247.41	0.11 %
Building Maintenance	0.00	21.93	-21.93	21.93	0.00 %
Total Facilities Overhead	2,605.67	2,672.45	-66.78	5,278.12	2.22 %
Total Expenses	\$47,290.87	\$36,105.44	\$11,185.43	\$83,396.31	40.22 %
NET OPERATING INCOME	\$68,265.14	\$133,022.50	\$ -64,757.36	\$201,287.64	58.06 %
NET INCOME	\$68,265.14	\$133,022.50	\$ -64,757.36	\$201,287.64	58.06 %

Monthly Transaction Report -
MISSION RESOURCE CONSERVATION DIST
August 2025

DISTRIBUTION ACCOUNT	TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	CLEARED	AMOUNT	BALANCE
Five Star Bank -Checking									
Beginning Balance						Five Star Bank -Checking			97,803.13
Five Star Bank -Checking	08/01/2025	Journal Entry	PPE073025			Five Star Bank -Checking	Reconciled	-8,097.92	89,705.21
Five Star Bank -Checking	08/01/2025	Journal Entry	PPE073025		Check No. 1330	Five Star Bank -Checking	Reconciled	-1,669.90	88,035.31
Five Star Bank -Checking	08/01/2025	Journal Entry	TAX073025		CA State Taxes	Five Star Bank -Checking	Reconciled	-542.46	87,492.85
Five Star Bank -Checking	08/01/2025	Journal Entry	TAX073025		Fed Taxes	Five Star Bank -Checking	Reconciled	-2,957.92	84,534.93
Five Star Bank -Checking	08/04/2025	Bill Payment (Check)	EFT080425	Verizon	CB001022057	Five Star Bank -Checking	Reconciled	-34.90	84,500.03
Five Star Bank -Checking	08/05/2025	Bill Payment (Check)	1344	Springston Design		Five Star Bank -Checking	Reconciled	-200.00	84,300.03
Five Star Bank -Checking	08/05/2025	Bill Payment (Check)	1345	TY Nursery		Five Star Bank -Checking	Uncleared	-89,000.00	-4,699.97
Five Star Bank -Checking	08/07/2025	Payment	EFT080725	CARCD-WCB Grant		Five Star Bank -Checking	Reconciled	4,422.75	-277.22
Five Star Bank -Checking	08/12/2025	Bill Payment (Check)	1347	Landscape One Inc.		Five Star Bank -Checking	Reconciled	-1,935.00	-2,212.22
Five Star Bank -Checking	08/12/2025	Bill Payment (Check)	1348	L. Andersen Water Management		Five Star Bank -Checking	Reconciled	-1,190.00	-3,402.22
Five Star Bank -Checking	08/12/2025	Bill Payment (Check)	1349	Native West Nursery		Five Star Bank -Checking	Reconciled	-23,112.50	-26,514.72
Five Star Bank -Checking	08/15/2025	Journal Entry	PPE081325			Five Star Bank -Checking	Reconciled	-8,193.66	-34,708.38
Five Star Bank -Checking	08/15/2025	Journal Entry	PPE081325		Check no. 1330	Five Star Bank -Checking	Uncleared	-1,669.90	-36,378.28
Five Star Bank -Checking	08/15/2025	Journal Entry	TAX081325		CA state taxes	Five Star Bank -Checking	Reconciled	-558.46	-36,936.74
Five Star Bank -Checking	08/15/2025	Journal Entry	TAX081325		Fed W/H taxes	Five Star Bank -Checking	Reconciled	-3,013.08	-39,949.82
Five Star Bank -Checking	08/19/2025	Payment	15577	RCD Greater San Diego County		Five Star Bank -Checking	Reconciled	3,000.00	-36,949.82
Five Star Bank -Checking	08/19/2025	Bill Payment (Check)	1350	Nigro & Nigro		Five Star Bank -Checking	Reconciled	-3,500.00	-40,449.82
Five Star Bank -Checking	08/20/2025	Payment	66301253	CARCD - Western Monarch		Five Star Bank -Checking	Reconciled	225.00	-40,224.82
Five Star Bank -Checking	08/20/2025	Payment	66301253	CARCD-WCB Grant		Five Star Bank -Checking	Reconciled	4,127.45	-36,097.37
Five Star Bank -Checking	08/25/2025	Bill Payment (Check)	358163423725	Five Star Mastercard		Five Star Bank -Checking	Reconciled	-1,808.34	-37,905.71
Five Star Bank -Checking	08/25/2025	Bill Payment (Check)	433008252025	Shell	0496-00-469244-8	Five Star Bank -Checking	Reconciled	-439.10	-38,344.81
Five Star Bank -Checking	08/26/2025	Payment	1320	TEAM RCD		Five Star Bank -Checking	Reconciled	5,539.24	-32,805.57
Five Star Bank -Checking	08/26/2025	Payment	1309	TEAM RCD		Five Star Bank -Checking	Reconciled	7,333.24	-25,472.33
Five Star Bank -Checking	08/26/2025	Bill Payment (Check)	1352	Lisa Dibbell		Five Star Bank -Checking	Reconciled	-245.00	-25,717.33
Five Star Bank -Checking	08/26/2025	Bill Payment (Check)	1353	Fowler Pest Control		Five Star Bank -Checking	Reconciled	-81.00	-25,798.33
Five Star Bank -Checking	08/26/2025	Bill Payment (Check)	5291236	Kaiser Permanente	339467	Five Star Bank -Checking	Reconciled	-1,021.06	-26,819.39
Five Star Bank -Checking	08/29/2025	Payment	EFT082925	MWDOC		Five Star Bank -Checking	Reconciled	14,754.80	-12,064.59
Five Star Bank -Checking	08/29/2025	Journal Entry	PPE082725			Five Star Bank -Checking	Reconciled	-7,940.03	-20,004.62
Five Star Bank -Checking	08/29/2025	Journal Entry	PPE082725		Check No. 1330	Five Star Bank -Checking	Uncleared	-1,669.91	-21,674.53
Five Star Bank -Checking	08/29/2025	Journal Entry	TAX082725		State Taxes	Five Star Bank -Checking	Reconciled	-547.97	-22,222.50
Five Star Bank -Checking	08/29/2025	Journal Entry	TAX082725		FED W/H Taxes	Five Star Bank -Checking	Reconciled	-2,957.31	-25,179.81
Total for Five Star Bank -Checking								-\$122,982.94	
TOTAL								-\$122,982.94	



CONSERVATION • DEVELOPMENT • SELF-GOVERNMENT

MISSION RESOURCE CONSERVATION DISTRICT

138 S. Brandon Street, Fallbrook, CA 92028

District Regular Board Meeting, August 18, 2025

3:12 p.m.

MINUTES

I. CALL TO ORDER

The meeting was called to order at 3:12 p.m. by President Scott Murray.

II. Welcome Guests Celine Morales, NRCS. Lynne Barnett, MRCD Board applicant.

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

Directors present: Scott Murray President
Bob Lin, Treasurer
Peggy Brown, Director
Directors absent: Victor Santos, Director

Associates present: Mark Mervich
Staff present: Ani Vartanians

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

V. Oral Communications to the Board of Directors – At the close of meeting, applicant Lynne Barnett was asked to describe her interest in serving on MRCD Board of Directors. Lynne discussed her activity as a San Diego County certified farmer. She described her attendance at numerous educational programs presented by MRCD, and activity with the Rare Fruit Growers Association. In addition shes taken advantage of UC Davis and UC Riverside programs to improve her farming and conservation practices.

SECTION 1 - CONSENT ITEMS

- 1-A: Treasurer’s Reports
- 1-B: Monthly Expenses – July 2025
- 1-C: Minutes - July 21, 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 – Celine Morales gave a verbal report on NRCS matters, including availability of the area forester as a current and future resource for MRCD.
- 2-B: District Manager Report – Ani Vartanians delivered a full written report on current activities, grants in process, and grants applications pending.

2-C: Directors Reports – Scott plans to attend a wildfire resilience workshop in September. Bob had earlier notified of an upcoming (September) grant writing workshop sponsored by Supervisor Desmond. Peggy plans to attend, as do Ani and other staff members.

2-D: Legislate Update – Legislature is back in session after summer recess as of today.

2-E: Board Committee Reports – none

SECTION 3 - CORRESPONDENCE – none to review.

SECTION 4 - BOARD ACTION / DISCUSSION ITEMS

4-1: Board Member Update – It was noted that an appointment is pending to fill the Board vacancy. Further noted that Scott’s term as a Director has expired; he expressed a willingness to continue as a Director.

4.2: LAFCO MSR Update - Ani reported on a meeting held earlier in the day. Primary focus was on changing the property tax basis for allocation of money to RCDs. However, in the current budget situation the group agreed that the use of a consultant experienced in the area of tax allocation should be consulted, and the next meeting will focus on this. Jurisdiction clean up work continued.

4-3: Budget - Various iterations of the 2025-2026 budget were reviewed, and a motion was made and seconded to adopt version #3.

The motion carried under the following vote:
Director Murray, Aye
Director Brown, Aye
Director Lin, Aye

SECTION 5 - LEGAL MATTERS

No closed session was held.

SECTION 6 – AGENDA SUGGESTIONS – NEXT MEETING 9/15/2025

Bylaws Review , LAFCO MSR update, Board Appointments.

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 4:12 p.m.

Minutes approved on: _____ 2025

Approved by: _____

Attest by: _____



CONSERVATION • DEVELOPMENT • SELF-GOVERNMENT

DM Report – 09/15/2025

- **AWMP/AIEP San Diego County Water Authority** – In collab with RCD of Greater SD.
Staff: Ani Vartanians, Jameson Meyst, and Mia Lorence
Program Ended: December 2025
August Invoice Total: \$62,352.80 EST-GP: \$500.00 *Remaining Grant Funds: \$123,246.44*

- **CDFA Planning Grant- CA Dept. of Food and Ag** - In collab with RCD of Greater SD.
Staff: Lance Andersen, Jameson Meyst, and Emily Andersen
Program Ends: September 30, 2025
April Invoice – \$8,000.00 Next QTR invoice Oct 2025 *Remaining Grant Funds: \$29,000*

- **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: \$7,356.00*

- **Fire Home assessments** – In collab with RCD of Greater SD.
Staff: Mary Rodriguez
Program Ends: December 2025
August Invoice Total: \$5,700.00 EST-GP: \$2,000.00 *Remaining Grant Funds: \$17,500.00*

- **WETA –Water Efficiency Technical Assistance** - in collab with TEAM RCD.
Staff: Ani Vartanians, Jameson Meyst, Mia Lorence, & Mary Rodriguez
Program Ends: March 30, 2026
August Invoice Total: \$5,531.25 EST-GP: \$1,500 *Remaining Grant Funds: \$58,929.51*

- **CARCD-USFS Monarch & Pollinator Habitat Restoration on DoD Lands Block Grant**
Staff: Lisa Dibbell, Mia Lorence, Mary Rodriguez, & Emily Andersen
Program ends: April 2026
August Invoice Total: \$23,180.00 GP: \$67.50 *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
August Invoice Total: \$9,731.25 GP: \$3,200.00 *Remaining Grant Funds: \$83,662.12*

- **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 Invoice Total: \$225.00 GP: \$0.00 *Remaining Grant Funds: \$123,838.20*

- **MWDOC- Municipal Water District of Orange County** – Turf Removal
Staff: Ani Vartanians, Joel Menard, and Mia Lorence
Program ends: December 2027
August Invoice Total: \$15,005.10 EST-GP: \$7,000 *Remaining Grant Funds: \$263,737.66*

DM Report – 09/15/2025

- National Fish Wildlife Foundation – Monarch Butterfly and Pollinators Conservation Fund was submitted successfully in July for \$289,553.58. Now we wait.
- CBP Funding was submitted successfully in August for \$219,150.46 (Mission Medians \$99,262 - Community Garden \$119,888.46). 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. More information to come.

RE: Board Member Resignation and Vacancy Recommendation



Bell, Marisol <Marisol.Bell@sdcountry.ca.gov>
To: Ani Vartanians
Cc: McDonald, Hunter

Reply Reply All Forward

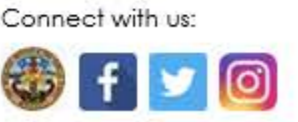
Tue 9/9/2025 10:42 AM

You replied to this message on 9/9/2025 10:42 AM.
This message is part of a tracked conversation. Click here to find all related messages or to open the original flagged message.

Good Morning Ani,

Thank you for the heads up! Hunter McDonald will be presenting all 3 applications to Supervisor Desmond this week. I will let you know as soon as he reviews them. 😊

Warm Regards,
Marisol Bell
Community Liaison/Policy Aide
Supervisor Jim Desmond, Fifth District
County of San Diego
p: 619-531-5555



Bylaw Granting Signing Authority to District Manager and Board President

Mission Resource Conservation District – Signing Authority for Contracts and Checks

Article I: Purpose and Scope

The purpose of this Bylaw is to formally establish the signing authority for the District Manager and the Board President of the Mission Resource Conservation District, a Special District, in the State of California. This Bylaw outlines the responsibilities, limitations, and procedures related to the signing of contracts and checks on behalf of the District, ensuring transparency, accountability, and compliance with applicable laws and regulations.

Article II: Definitions

- District: Refers to the Mission Resource Conservation District, a public entity organized under Division 9 of the State of California.
- District Manager: The individual appointed by the Board of Directors to oversee the daily operations and administration of the District.
- Board President: The elected or appointed Board Director designated to serve as the presiding officer of the Board of Directors.
- Contract: Any written agreement, memorandum of understanding, lease, or any other document intended to bind the District to a third party for the provision of goods, services, or property.
- Check: Any negotiable instrument, withdrawal, or order for payment of funds from a District bank account or financial institution.

Article III: Grant of Signing Authority

The District hereby authorizes the District Manager and the Board President to sign, execute, and deliver contracts and checks on behalf of the District as follows:

Section 1: Signing Authority for Contracts

- The District Manager is granted authority to sign contracts on behalf of the District for goods, services, or property where the total value does not exceed \$[Amount Limit], subject to prior review and approval by legal counsel, if applicable, and in accordance with all District procurement procedures.
- The Board President is granted authority to sign contracts approved by the Board of Directors, regardless of the contract value, following formal Board action as recorded in the minutes of the meeting.
- For contracts exceeding the District Manager's signing authority limit, Board approval is required prior to execution, and the contract shall be signed by the Board President or their designee, as specified by the Board.
- All contracts must be reviewed for legal sufficiency, compliance with applicable statutes, and alignment with the District's strategic objectives prior to execution.

Section 2: Signing Authority for Checks

- The District Manager is authorized to sign checks, withdrawal orders, and other instruments for the payment of District funds up to \$[Amount Limit] per transaction, provided such payments are consistent with the approved budget and District financial policies.
- The Board President is authorized to sign checks for any amount, provided such payments have been reviewed and approved by the Board of Directors, or are required for immediate action in accordance with procedures for emergency expenditures.
- For checks exceeding the District Manager's authority, two authorized signatures shall be required, one of which must be the Board President or a designated Board member, ensuring dual control for significant disbursements.
- All checks and payment instruments shall be prepared in accordance with District accounting procedures and accompanied by supporting documentation substantiating the expenditure.

Article IV: Responsibilities and Limitations

- Both the District Manager and the Board President must exercise due diligence, prudence, and good faith in the exercise of signing authority, ensuring that actions taken are in the best interests of the District.

- No individual may sign a contract or check resulting in a conflict of interest or personal benefit, as defined under California Government Code Section 1090 and the Political Reform Act.
- The District Manager and Board President are responsible for ensuring compliance with all relevant laws, District policies, and internal controls when exercising signing authority.
- Any delegation of signing authority to other District staff or Board members must be authorized by formal Board action and documented in the District's records.
- Unauthorized use or abuse of signing authority may result in disciplinary action, removal from office, or referral to law enforcement, as appropriate.

Article V: Procedures

Section 1: Contracts

- All proposed contracts must be submitted in writing to the District Manager for preliminary review.
- Contracts within the District Manager's signing authority may be executed immediately following compliance check and budget confirmation.
- Contracts exceeding the District Manager's authority shall be placed on the agenda for Board consideration at the next regular or special meeting.
- Meeting minutes shall record all contract approvals and the designated signatory.
- Executed contracts shall be maintained in the District's official records and subject to periodic audit.

Section 2: Checks

- All requests for payment shall be supported by invoices, receipts, or other appropriate documentation.
- Checks within the District Manager's authority may be issued by the District's finance department and signed by the District Manager.
- Checks requiring dual signatures shall be issued only after verification of Board approval or compliance with emergency expenditure protocols.
- Monthly financial statements shall be prepared and presented to the Board, detailing all payments made and signed by authorized personnel.

Article VI: Oversight and Reporting

- The Board of Directors shall review and approve all significant contracts and disbursements, as defined by District policy.
- The District Manager shall report at each regular Board meeting on all contracts executed and payments made under their signing authority.
- Annual audits shall be conducted by an independent auditor to ensure compliance with this Bylaw, District policy, and statutory requirements.
- Findings of audit or internal review shall be presented to the Board for action and any required corrective measures.

Article VII: Amendments

- This Bylaw may be amended by majority vote of the Board of Directors at any regular or special meeting.
- Proposed amendments must be provided to all Board members at least [number] days in advance of the meeting where the amendment will be considered.
- All amendments shall be documented and incorporated into the District's official Bylaw records.

Article VIII: Effective Date and Repeal of Conflicting Bylaws

- This Bylaw shall take effect immediately upon approval by the Board of Directors.
- Any prior Bylaws or provisions in conflict with this Bylaw are hereby repealed.

Article IX: Certification

The undersigned hereby certify that the foregoing Bylaw was duly adopted by the Board of Directors of the [District Name] Special District at a meeting held on [Date], and entered into the official records of the District.

- Board President: _____
- District Manager: _____
- Date: _____

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. 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. 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. 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.