



MISSION RESOURCE CONSERVATION DISTRICT
138 S. Brandon Street, Fallbrook, CA 92028

District Regular Board Meeting, August 19, 2024
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 – July 2024

1-B: Monthly Expenses – July 2024

1-C: Minutes – July 15, 2024

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

2-A: NRCS Report

2-B: District Manager Report

2-C: Directors' Reports

2-D: Legislative Update

2-E: Board Committee Reports

2-F: Staff member Joel Menard – brief introduction



SECTION 3 – CORRESPONDENCE

SECTION 4 – BOARD ACTION / DISCUSSION ITEMS

4-1: Final Audit Report. (*Discussion*)

4-2: Update on Fallbrook Median Project. (*Discussion*)

4-3: Official Budget (Discussion and possible action)

4-4: Board workshop (Discussion)

4-5: Staffing, Workload, and Strategic Plan. (*Discussion*)

4:6: Closed Session- Personnel matters

SECTION 5 – LEGAL MATTERS

SECTION 6 – AGENDA SUGGESTIONS - NEXT MEETING (09/16/2024) & ADJOURNMENT

Mission Resource Conservation District

Profit Loss

July 2024

	TOTAL				
	JUL 2024	JUL 2024 (YTD)	JUN 2024 (PP)	CHANGE	% OF INCOME
Income					
Agricultural Program	11,682.20	11,682.20	1,097.09	10,585.11	24.28 %
TEAM	0.00	0.00	0.00	0.00	0.00 %
TEAM - Other	8,150.15	8,150.15	1,478.31	6,671.84	16.94 %
Total TEAM	8,150.15	8,150.15	1,478.31	6,671.84	16.94 %
CDFA	7,816.20	7,816.20	0.00	7,816.20	16.24 %
AG Evaluation	6,000.00	6,000.00	0.00	6,000.00	12.47 %
Total Agricultural Program	33,648.55	33,648.55	2,575.40	31,073.15	69.93 %
Landscape	0.00	0.00	0.00	0.00	0.00 %
OC Landscape	7,500.00	7,500.00	9,353.00	-1,853.00	15.59 %
Total Landscape	7,500.00	7,500.00	9,353.00	-1,853.00	15.59 %
Services	5,698.35	5,698.35	0.00	5,698.35	11.84 %
General Revenues	0.00	0.00	0.00	0.00	0.00 %
Interest Income	1,068.69	1,068.69	1,020.64	48.05	2.22 %
Property Taxes	202.52	202.52	948.58	-746.06	0.42 %
Total General Revenues	1,271.21	1,271.21	1,969.22	-698.01	2.64 %
Total Income	\$48,118.11	\$48,118.11	\$13,897.62	\$34,220.49	100.00 %
Cost of Goods Sold					
Program Passthrough	8,000.00	8,000.00	8,499.69	-499.69	16.63 %
WCB	184.50	184.50	0.00	184.50	0.38 %
WETA	0.00	0.00	2,000.00	-2,000.00	0.00 %
Total Program Passthrough	8,184.50	8,184.50	10,499.69	-2,315.19	17.01 %
Total Cost of Goods Sold	\$8,184.50	\$8,184.50	\$10,499.69	\$ -2,315.19	17.01 %
GROSS PROFIT	\$39,933.61	\$39,933.61	\$3,397.93	\$36,535.68	82.99 %
Expenses					
Labor	0.00	0.00	0.00	0.00	0.00 %
Wages	18,211.12	18,211.12	18,941.14	-730.02	37.85 %
Payroll Tax Expenses	1,382.35	1,382.35	1,637.81	-255.46	2.87 %
Work Comp	109.60	109.60	0.00	109.60	0.23 %
Total Labor	19,703.07	19,703.07	20,578.95	-875.88	40.95 %
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	4,030.00	4,030.00	2,840.00	1,190.00	8.38 %
Auditor	3,000.00	3,000.00	583.34	2,416.66	6.23 %
Total Professional Fees	7,030.00	7,030.00	3,423.34	3,606.66	14.61 %
Travel, Training & Meeting	616.81	616.81	0.00	616.81	1.28 %
Website Maintenance & IT Support	603.48	603.48	369.97	233.51	1.25 %
Payroll Service Fees	388.00	388.00	388.00	0.00	0.81 %
Office Expense	226.60	226.60	578.11	-351.51	0.47 %

Mission Resource Conservation District

Profit Loss

July 2024

	TOTAL				
	JUL 2024	JUL 2024 (YTD)	JUN 2024 (PP)	CHANGE	% OF INCOME
Dues and Subscriptions	222.43	222.43	0.00	222.43	0.46 %
Professional Development	0.00	0.00	0.00	0.00	0.00 %
Promotional Expense	20.00	20.00	0.00	20.00	0.04 %
Total Professional Development	20.00	20.00	0.00	20.00	0.04 %
Field Supplies	0.00	0.00	65.21	-65.21	0.00 %
Interest Expense	0.00	0.00	0.00	0.00	0.00 %
Late Fees	0.00	0.00	0.00	0.00	0.00 %
Total Office & Admin	9,107.32	9,107.32	4,824.63	4,282.69	18.93 %
Facilities Overhead	0.00	0.00	0.00	0.00	0.00 %
Insurance	1,078.36	1,078.36	3.12	1,075.24	2.24 %
Automobile Expense	0.00	0.00	0.00	0.00	0.00 %
Fuel	819.65	819.65	569.44	250.21	1.70 %
Fleet Management	91.90	91.90	122.14	-30.24	0.19 %
Vehicle Repairs	0.00	0.00	300.38	-300.38	0.00 %
Total Automobile Expense	911.55	911.55	991.96	-80.41	1.89 %
Rent	837.00	837.00	805.00	32.00	1.74 %
Telephone	395.61	395.61	398.91	-3.30	0.82 %
Utilities	0.00	0.00	-72.86	72.86	0.00 %
Total Facilities Overhead	3,222.52	3,222.52	2,126.13	1,096.39	6.70 %
Total Expenses	\$32,032.91	\$32,032.91	\$27,529.71	\$4,503.20	66.57 %
NET OPERATING INCOME	\$7,900.70	\$7,900.70	\$ -24,131.78	\$32,032.48	16.42 %
Other Income					
Other Income	0.00	0.00	300.00	-300.00	0.00 %
Total Other Income	\$0.00	\$0.00	\$300.00	\$ -300.00	0.00 %
NET OTHER INCOME	\$0.00	\$0.00	\$300.00	\$ -300.00	0.00 %
NET INCOME	\$7,900.70	\$7,900.70	\$ -23,831.78	\$31,732.48	16.42 %

Mission Resource Conservation District

Operating Balance Sheet

As of July 31, 2024

	JUL 2024			
	CURRENT	AS OF JUN 30, 2024 (PP)	CHANGE	AS OF JUL 31, 2023 (PY)
ASSETS				
Current Assets				
Bank Accounts				
County Account	45,223.70	44,814.90	408.80	6,577.65
Five Star Bank - Money Mkt	176,369.73	175,704.96	664.77	0.00
Five Star Bank -Checking	152,924.23	156,327.00	-3,402.77	74,692.04
In-Lieu	7,501.94	7,457.09	44.85	7,228.97
SD County FMV	-3,266.35	-3,266.35	0.00	-3,266.35
Vista School Endowment	25,330.18	25,178.76	151.42	73,782.79
Warm Springs Creek	230.73	229.36	1.37	17,379.96
Wells Fargo Checking	0.00	0.00	0.00	7,973.67
Total Bank Accounts	\$404,314.16	\$406,445.72	\$ -2,131.56	\$184,368.73
Accounts Receivable				
Accounts Receivable	40,563.71	35,964.14	4,599.57	21,875.31
Total Accounts Receivable	\$40,563.71	\$35,964.14	\$4,599.57	\$21,875.31
Other Current Assets				
Interest Receivable	0.00	0.00	0.00	0.00
Interest Receivable - Restrictd	0.00	0.00	0.00	0.00
Petty Cash Fund	51.36	51.36	0.00	51.36
Prepaid Audit	0.00	0.00	0.00	-583.33
Prepaid Insurance	13,067.67	14,255.63	-1,187.96	-1,754.91
Property Tax Receivable	0.00	0.00	0.00	0.00
Total Other Current Assets	\$13,119.03	\$14,306.99	\$ -1,187.96	\$ -2,286.88
Total Current Assets	\$457,996.90	\$456,716.85	\$1,280.05	\$203,957.16
Fixed Assets				
Capital Assets				
Accumulated Depreciation	21,013.00	21,013.00	0.00	-140,307.00
Building	0.00	0.00	0.00	84,124.00
Building Improvements	0.00	0.00	0.00	232,187.00
Demonstration Garden	0.00	0.00	0.00	111,780.00
Furniture & Equipment	22,737.00	22,737.00	0.00	22,737.00
Land	0.00	0.00	0.00	40,876.00
Vehicles	59,592.00	59,592.00	0.00	59,592.00
Total Capital Assets	103,342.00	103,342.00	0.00	410,989.00
Total Fixed Assets	\$103,342.00	\$103,342.00	\$0.00	\$410,989.00
TOTAL ASSETS	\$561,338.90	\$560,058.85	\$1,280.05	\$614,946.16

Mission Resource Conservation District

Operating Balance Sheet

As of July 31, 2024

	JUL 2024			
	CURRENT	AS OF JUN 30, 2024 (PP)	CHANGE	AS OF JUL 31, 2023 (PY)
LIABILITIES AND EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	5,900.36	12,521.01	-6,620.65	41,542.31
Total Accounts Payable	\$5,900.36	\$12,521.01	\$ -6,620.65	\$41,542.31
Credit Cards				
Visa Umpqua Bank				
Visa Umpqua Bank	0.00	0.00	0.00	3.40
Total Credit Cards	\$0.00	\$0.00	\$0.00	\$3.40
Other Current Liabilities				
Accrued Cost of Goods Sold				
Accrued Cost of Goods Sold	-6,486.00	-6,486.00	0.00	0.00
Accrued Payroll/Liabilites				
Accrued Payroll/Liabilites	5,614.57	5,614.57	0.00	5,614.57
Accrued Vacation				
Accrued Vacation	3,556.47	3,556.47	0.00	3,556.47
CARCD				
CARCD	0.00	0.00	0.00	20,000.00
Customer Deposit				
Customer Deposit	66,366.89	66,366.89	0.00	61,125.00
Deposits From Other Agencies				
Deposits From Other Agencies	63,091.20	63,091.20	0.00	63,091.20
Total Other Current Liabilities	\$132,143.13	\$132,143.13	\$0.00	\$153,387.24
Total Current Liabilities	\$138,043.49	\$144,664.14	\$ -6,620.65	\$194,932.95
Long-Term Liabilities				
Accrued Interest				
Accrued Interest	0.00	0.00	0.00	1,199.71
Loan Payment - Comm. Bus. Bank				
Loan Payment - Comm. Bus. Bank	0.00	0.00	0.00	186,995.97
Total Long-Term Liabilities	\$0.00	\$0.00	\$0.00	\$188,195.68
Total Liabilities	\$138,043.49	\$144,664.14	\$ -6,620.65	\$383,128.63
Equity				
Fund Balance				
Fund Balance	415,394.71	242,866.07	172,528.64	242,866.07
Net Income				
Net Income	7,900.70	172,528.64	-164,627.94	-11,048.54
Total Equity	\$423,295.41	\$415,394.71	\$7,900.70	\$231,817.53
TOTAL LIABILITIES AND EQUITY	\$561,338.90	\$560,058.85	\$1,280.05	\$614,946.16



MISSION RESOURCE CONSERVATION DISTRICT
138 S. Brandon Street, Fallbrook, CA 92028

District Regular Board Meeting, July 15, 2024
3:00 p.m.

Minutes

- I. CALL TO ORDER** – The meeting was called to order at 3:08 pm.
- II. Welcome Guests** – There were no guests present.
- III. Roll Call, Determination of Quorum** – Directors present: Scott Murray, President – present; Julia Escamilla, Vice President – present; Bob Lin, Treasurer – present; Victor Santos, Director – absent; and, Peggy Brown, Director – present. A quorum was confirmed.

Associate Directors Present: Mark Mervich and Ross Pike.
Staff present: There were none.
- IV. Additions to the Agenda (Gov. Code 54954.2(b))**
A motion was made by Director Escamilla and was seconded by Director Brown to add the items below to the Agenda in Section 4. The motion was carried by the following votes: Murray – Aye / Escamilla – Aye / Lin – Aye / Santos – Absent / Brown – Aye

4-4: Director Attendance at the Agricultural Plastic Conference in San Diego. (*Action*)

4-5: Staffing, Workload, and Strategic Plan Update. (*Possible Action*)
- V. Oral Communications to the Board of Directors (Gov. Code 54954.3 (a))**
There were no oral comments.

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 – June 2024
- 1-B: Monthly Expenses – June 2024
- 1-C: Minutes – May 20, 2024 and June 15, 2024

A motion was made by to accept the consent items as present by Director Brown and seconded by Director Lin. The motion was carried by the following votes: Murray – Aye / Escamilla – Aye / Lin – Aye / Santos – Absent / Brown – Aye



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

2-A: NRCS Report – Celine Morales of NRCS was unable to attend the meeting. A written update was provided to the Board members.

2-B: District Manager Report – There was none.

2-C: Directors’ Reports

Director Escamilla announced that the 2024 Fire and Water Expo (Escondido) is set for 09/28/2024. Associate Director Mervich reported that he attended the State Treasurer’s meeting held in Fallbrook. Associate Director Pike also reported that he attended this event which was a great experience. He also said that he has the State Treasurer’s contact information in the event that the District would like to reach out to her.

2-D: Legislative Update – There was none.

2-E: Board Committee Reports

Programs Committee – Director Escamilla reported that the Committee is working on a grant which will continue a water quality monitoring grant that was conducted by the District in the late 1990s. She also mentioned that the Committee will be going on a field trip in the near future.

Finance Committee – Director Lin reported that he will be working with District Manager Vartanians and/or accounting staff to update the documents presented in the Treasurer’s Report.

SECTION 3 – CORRESPONDENCE – Nothing to report.

SECTION 4 – BOARD ACTION / DISCUSSION ITEMS

4-1: Discuss whether regular board meetings will have a hard closure at 5:30 pm.(Possible *Action*) - After discussion it was determined that this item was “dead” due to the lack of closure.

4-2: Update on Fallbrook Median Project. (*Action Required*) – President Murray reviewed the MOU document, provided by FPUD, with the Board. After discussion it was determined that the District would be covered for liability issues and that the District could end the MOU at any time with a 120-day notice.

A motion was made by Director Lin and seconded by Director Brown to adopt the MOU as presented with the understanding that the District would be receiving the remaining project funds currently managed by the Fallbrook Beautification organization. The motion was carried by the following votes: Murray – Aye / Escamilla – Aye / Lin – Aye / Santos – Absent / Brown – Aye

4-3: Final Audit Report. (*Discussion*) – This item was tabled until the next Board meeting pending review by the Board’s Treasurer, Director Lin.

4-4: Director Attendance at the Agricultural Plastic Conference in San Diego. (*Action*) Director Escamilla presented the information about the conference and reported that this event presented important networking opportunities and grant ideas. She also mentioned that Director Santos would be interested in attending.

Director Lin made a motion to specifically appoint Director Santos to attend the conference



with total expenses to not exceed \$500. The motion was seconded by Director Brown and carried by the following vote: Murray – Aye / Escamilla – Aye / Lin – Aye / Santos – Absent / Brown – Aye

4-5: Staffing, Workload, and Strategic Plan. (*Possible Action*) – Director Linn presented the current staffing status with the Board. In order to provide the District Manager with office support as needed, he made a motion that the Finance Committee be appointed to work with the District Manager, up to and including hiring an administrative assistant. This motion was seconded by Director Brown, and carried by the following vote: Murray – Aye / Escamilla – Aye / Lin – Aye / Santos – Absent / Brown – Aye

SECTION 5 – CLOSED SESSION – None

SECTION 6 – AGENDA SUGGESTIONS - NEXT MEETING (08/19/2024) & ADJOURNMENT

The financial audit report will be carried forward to the August Board Meeting.

There being no further business, the meeting concluded at 4:31 pm.

Minutes approved on: _____ 2024

Approved by: _____
Scott Murray, President

Attest by: _____
Julia Escamilla, Vice President

MRCD FY25 BUDGET

**Ordinary Income/Expense FY2025
Income**

Agricultural Program

CARCD	NRCS Racial Equity	\$15,652.00	
CARCD	WCB Carbon Farm	\$49,298.75	
CARCD	WCB Poll Wkg Lands	\$40,007.50	
Total CARCD			\$89,306.25
SCSWH		\$0.00	
Total SCSWH			\$0.00
CDFA	HSP Incentive Conservation Planning	\$35,217.00	
Total CDFA			\$35,217.00
NRCS	RCPP	\$26,000.00	
Total NRCS			\$26,000.00
SDC DoC	Climate Smart WL	\$50,000.00	
SDCWA	Ag Water Mgmnt	\$96,000.00	
Total SDCWA			\$146,000.00
TEAM	NACD WETA	\$135.48 \$103,944.00	
Total TEAM			\$104,079.48

Total Agricultural Program \$400,602.73

Landscape Program

OC Landscape	MWDOC	\$ 425,031.55	\$425,031.55
Total Landscape Program			<u>\$425,031.55</u>

Natural Resources Program

CARCD	WCB Poll Riparian	\$40,817.50	
CARCD	USFS Poll DoD Lands	\$66,854.00	
SJC Revegetation		\$14,000.00	
Total Nat Resources Program			<u>\$121,671.50</u>

Wildfire Program

IERCD	NRCS Post Disaster	\$23,357.00	
Total Wildfire Program			<u>\$23,357.00</u>

General Revenues

Property Tax			\$30,000.00
Restricted - Vista			\$25,178.76
Restricted - Warm Sp			\$229.36
In-Lieu			\$7,457.09
SEP Funds			\$43,347.44
Interest Income			\$10,000.00
Community Garden			\$0.00
Proceeds from Building Sale			\$200,000.00

Total General Revenues		<u>\$316,212.65</u>
Total Income		<u>\$1,286,875.43</u>
Cost of Goods Sold		
AIEP	\$100,000.00	
Total COGS		<u>\$100,000.00</u>
Gross Profit		<u>\$1,186,875.43</u>
Expense		
Office & Admin		
Payroll Service Fees		\$4,560.00
Interest Expense		\$500.00
Board of Directors		\$0.00
Dues and Subscriptions		\$3,000.00
Office Expense		\$1,000.00
Rent Expense		\$4,000.00
Printing and Reproduction		\$10,260.00
Professional Development		\$500.00
Professional Fees		\$1,500.00
Accounting	\$0.00	
Auditor	\$9,000.00	
Legal Fees	\$15,000.00	
Consultant, Other	\$8,000.00	
Consultant, D Cook	\$24,500.00	
Total Professional Fees		<u>\$56,500.00</u>
Postage and Delivery		\$200.00
Travel, Training & Meeting		\$3,000.00
Website Maintenance & IT Support		<u>\$10,000.00</u>
Total Office & Admin		<u>\$95,020.00</u>
Facilities Overhead		
Community Garden Expense		\$500.00
Building Maintenance		\$0.00
Equipment Replacement		\$0.00
Automobile Expense		
Fleet Management	\$1,000.00	
Vehicle Repairs	\$6,000.00	
Fastrak	\$1,000.00	
Auto Replacement	\$0.00	
Fuel	\$9,000.00	
Insurance		
Workers Comp	\$1,400.00	
Gen Liab	\$13,000.00	
Equipment Repairs & Maintenance		\$1,000.00
Telephone		<u>\$4,500.00</u>
Total Facilities Overhead		<u>\$37,400.00</u>
Labor		
Wages	\$232,000.00	
PTO	\$14,600.00	

FY25

Payroll Tax Expenses	\$25,000.00
Health Insurance	\$0.00
Dental Insurance	\$0.00
Work Comp	\$0.00
Employee Assistance	\$0.00

Total Labor	\$271,600.00
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Total Expense	\$404,020.00
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Net Ordinary Income	\$782,855.43
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