



**Tuesday, February 25, 2025**  
**Regular Meeting of the Water Conservation Garden Authority**

**3:30 p.m.**  
**Water Conservation Garden Multipurpose Room**  
**12122 Cuyamaca College Drive West**  
**El Cajon, California 92019**

**1. CALL TO ORDER AND ROLL CALL**

---

1.1 Call to Order

1.2 Roll Call

**2. PLEDGE OF ALLEGIANCE**

---

2.1 Pledge of Allegiance

**3. APPROVAL OF AGENDA**

---

3.1 Approval of Today's Agenda

**4. PUBLIC COMMENTS**

---

4.1 Public Participation - Opportunity for Members of the Public to Speak to the Board on Any Matter Within the Board's Jurisdiction Including an Item on Today's Agenda

**5. ACTION/DISCUSSION ITEMS**

---

5.1 Approval of the Minutes of the January 28, 2025, Regular Meeting

5.2 Update on Garden Operations and Finances

5.3 Options for Continued Funding and Operations of the Garden after June 30, 2025

5.4 Transfer Titles of 2006 Ford F150 and 2014 Nissan Rogue from GCCCD to the Water Conservation Garden Authority

5.5 Acting Administrator Comments

5.6 Legal Counsel Comments

**6. ADJOURNMENT**

---

6.1 Meeting Adjourned



**Tuesday, February 25, 2025**  
**Regular Meeting of the Water Conservation Garden Authority**

**3:30 p.m.**  
**Water Conservation Garden Multipurpose Room**  
**12122 Cuyamaca College Drive West**  
**El Cajon, California 92019**

## **1. CALL TO ORDER AND ROLL CALL**

---

<b>Subject</b>	<b>1.1 Call to Order</b>
Meeting	Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority
Category	1. CALL TO ORDER AND ROLL CALL
Access	Public
Type	Procedural

The Board President will call the meeting to order.

<b>Subject</b>	<b>1.2 Roll Call</b>
Meeting	Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority
Category	1. CALL TO ORDER AND ROLL CALL
Access	Public
Type	Procedural

## **2. PLEDGE OF ALLEGIANCE**

---

<b>Subject</b>	<b>2.1 Pledge of Allegiance</b>
Meeting	Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority
Category	2. PLEDGE OF ALLEGIANCE
Access	Public
Type	Procedural



### 3. APPROVAL OF AGENDA

---

<b>Subject</b>	<b>3.1 Approval of Today's Agenda</b>
Meeting	Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority
Category	3. APPROVAL OF AGENDA
Access	Public
Type	Action
Recommended Action	Consider approval of the agenda as presented, or as modified.

The Board will consider approval of the agenda, including adding, removing, or changing the order of agenda items.

### 4. PUBLIC COMMENTS

---

<b>Subject</b>	<b>4.1 Public Participation - Opportunity for Members of the Public to Speak to the Board on Any Matter Within the Board's Jurisdiction Including an Item on Today's Agenda</b>
Meeting	Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority
Category	4. PUBLIC COMMENTS
Access	Public
Type	

**Items on the Agenda**—Members of the public who wish to address the Board about an item on the agenda should notify the Recording Clerk prior to commencement of the meeting. Requests may also be submitted later in the meeting, but prior to Board consideration of the item. Each speaker will be allowed a maximum of three minutes per topic.

**Items not on the Agenda**—Members of the public wishing to speak on items not on the agenda should notify the Recording Clerk prior to commencement of the meeting. The Board shall take no action other than an action of referral. Each speaker shall be limited to three minutes per topic. Requests to have item(s) placed on an agenda must be submitted at least two weeks prior to the Board meeting.

### 5. ACTION/DISCUSSION ITEMS

---

<b>Subject</b>	<b>5.1 Approval of the Minutes of the January 28, 2025, Regular Meeting</b>
Meeting	Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority
Category	5. ACTION/DISCUSSION ITEMS
Access	Public

Type Action  
Recommended Action Approve the Minutes of the January 28, 2025, Regular Meeting.

File Attachments  
[5.1 2025-01-28 JPA Minutes - DRAFT.pdf \(217 KB\)](#)

**Subject** **5.2 Update on Garden Operations and Finances**  
Meeting Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority  
Category 5. ACTION/DISCUSSION ITEMS  
Access Public  
Type Information, Discussion

The Board will receive an update on Garden operations and finances from Director of Garden Operations Lauren Magnuson.

File Attachments  
[5.2 Jan FY25 Statement of Activity.pdf \(137 KB\)](#)  
[5.2 Check Register January 2025.pdf \(87 KB\)](#)

**Subject** **5.3 Options for Continued Funding and Operations of the Garden after June 30, 2025**  
Meeting Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority  
Category 5. ACTION/DISCUSSION ITEMS  
Access Public  
Type Information, Discussion

The Board discuss options for continued funding and operations of the Garden after June 30, 2025.

File Attachments  
[5.3 Board Report - Continued Funding and Operations of the Garden.pdf \(147 KB\)](#)

**Subject** **5.4 Transfer Titles of 2006 Ford F150 and 2014 Nissan Rogue from GCCCD to the Water Conservation Garden Authority**  
Meeting Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority  
Category 5. ACTION/DISCUSSION ITEMS  
Access Public

Type	Action
Recommended Action	Approve an agreement between the Water Conservation Garden Authority and Grossmont-Cuyamaca Community College District to transfer the titles to a 2006 Ford F150 and a 2014 Nissan Rogue to the Water Conservation Garden Authority.

The Board will consider approval of an agreement between the Water Conservation Garden Authority and Grossmont-Cuyamaca Community College District to transfer the titles to a 2006 Ford F150 and a 2014 Nissan Rogue to the Water Conservation Garden Authority.

File Attachments

[5.4 Board Report - Agreement to transfer vehicles from GCCCD to WCGA.pdf \(148 KB\)](#)

<b>Subject</b>	<b>5.5 Acting Administrator Comments</b>
Meeting	Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority
Category	5. ACTION/DISCUSSION ITEMS
Access	Public
Type	Information, Procedural

This item may include a discussion of future meeting dates.

<b>Subject</b>	<b>5.6 Legal Counsel Comments</b>
Meeting	Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority
Category	5. ACTION/DISCUSSION ITEMS
Access	Public
Type	Information, Procedural

## **6. ADJOURNMENT**

---

<b>Subject</b>	<b>6.1 Meeting Adjourned</b>
Meeting	Feb 25, 2025 - Regular Meeting of the Water Conservation Garden Authority
Category	6. ADJOURNMENT
Access	Public
Type	Procedural

## **1. CALL TO ORDER AND ROLL CALL**

**DRAFT**

### **1.1 Call to Order**

The meeting was called to order at 3:35 p.m. by Director Hedberg, who chaired the meeting.

### **1.2 Roll Call**

- Voting Members Present:
  - Kathleen Hedberg, Vice President (Helix)
  - Mark Robak (Otay)
  - Dan McMillan (SDCWA)
  - Nicole Beaulieu DeSantis (City of San Diego)
  - Steve Castañeda (Sweetwater)
  - Dr. Lynn Neault, Secretary (GCCCD)
- Guests, Presenters, and Staff Members Present:
  - Brian Olney (Interim Administrator, The Garden; HWD General Manager)
  - Jennifer Bryant, Director of Administrative Service, Helix
  - Tenille Otero, Administration Services, Otay
  - Lauren Magnuson (Director of Garden Operations)
  - Tim Townsley (Facilities Manager, The Garden)
  - Yaily Gonzales (Community Programs Coordinator, The Garden)
  - Kristin Kjaero (Minutes)
  - Jaime Cuadra, Cube10 LLC (The Garden's Accountant)
  - Mary Jane Bailey, Ad Hoc Committee support
  - Rose Steinhardt
  - Vince McGrath
  - Kay McGrath
  - Frank Kalinoski
  - Harold Bailey
  - DeAna Verbeke
  - Ed Woodruff

## **2. PLEDGE OF ALLEGIANCE**

## **3. APPROVAL OF AGENDA**

Director McMillan move to approve the agenda, and Director Castañeda seconded the motion. The motion passed unanimously.

## **4. PUBLIC COMMENTS**

None.

## **5. ACTION/DISCUSSION ITEMS**

### **5.1 Approval of the Minutes of the December 13, 2024, Special Meeting**

Director Castañeda move to approve the agenda, and Director McMillan seconded the motion. The motion passed unanimously. See Attachment 1.

## 5.2 Update on Garden Operations and Finances

Lauren Magnuson presented an update on Garden operation and finances.

- Operations
  - Audit information has been submitted for review.
  - The formal garden has gained a statue dedicated to the volunteers, donated by Richard Wright.
  - The Verbeck ADA golf shuttle has been updated and repaired.
  - The roof on the Ed Center has been repaired and patched.
  - The Garden's website has been updated so that all the JPA minutes can be found on it.
- December Visitors
  - City of San Diego: 94
  - Helix: 246
  - Otay: 183
  - Sweetwater: 47
  - Padre/Lakeside: 25
  - Other: 71
- Membership
  - 223 New Members in December
  - YTD 435 new members.
  - 2,353 active memberships
- Volunteers
  - 5,000 hours for half of the physical year.
  - 11 new volunteers attended the training in January.
- Events
  - New Community Programs Coordinator
    - She introduced Yaily Gonzales, who will focus on revenue focused programs, education, workshops, coordinate with water districts on Free Fridays, upcoming events and marketing.
  - Groups
    - Girl Scouts, homeschools and regular schools continue to reach out for presentations and self guided tours.
    - We are consistently booking new events such as private parties and weddings, so we are updating our contracts. Some recent groups that have visited us for tours and presentations include San Diego City College Horticultural Program, Rakes and Blades, and the La Jolla Garden Club.
    - We are giving ADA tours with the Verbeck Golf Shuttle.
  - Classes and Workshops
    - January 18 class on how to hire a landscape architect was attended by 37 people.
    - February 8 and Mar 29: Planting Slopes
    - February 22: Planting Soil, Growing Water
    - Mar 8: Swales
    - March 7: Tomatomania. Will have a demonstration cooking class, that will also include talk about growing tomatoes, and lunch; cost \$25.
    - April 12: Living with Fire
    - May 3 will be the annual Spring Garden Event.
    - Two irrigation workshops are being planned with Hunter Industries, date TBD.
    - Solano Center will be holding a Master Compost workshop series of 5 classes on consecutive Saturdays Mar15-April 12.

Regular Meeting of the Water Conservation Garden Authority, Tuesday, January 28, 2025, 3:30 p.m.  
Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California 92019

- Financials
  - See Attachment 2 (Statement of Activity, Agency Contributions FY 2025 YTD, Budget vs.Actuals FY25 December). See Attachment 3 (Water Conservation Garden Authority General Ledger July - December, 2024).
  - Director Hedberg asked about the cost of workshops, and whether the funding we receive covers them. Yes. We receive funding from the County for workshops, and the cost of instruction/stipends vary from \$100 to \$300.
  - Incoming funds:
    - The Friends of The Garden are finalizing their dissolution and have requested the Authority to accept an Endowment Fund in the Amount of approximately \$118,000 that provides semi-annual interest payments to support Garden operations.
    - Sam Cicatti is unfreezing his endowment to support The Garden.
    - An unrestricted \$100,000 donation has been deposited from the Maggie Barnett Charity Account for Garden operations.
    - They have been working with the San Diego Foundation so that there will be an entity in which the Authority can receive the above funds.
    - A check register will be added to financial reports moving forward.

### **5.3 Election of Officers and Appointment of the President and Vice President of the Board, and Adoption of Resolution 25-01**

See Attachment 4 (Board Report - Election of Board Officers) and Attachment 5 (Draft Resolution 25-01 Appointment of President and Vice President).

Outgoing President Robak moved to nominate Director Hedberg as the new President. Director Castañeda seconded the motion. It passed unanimously.

Director Hedberg thanked Director Robak for his leadership and many years of dedicated service, and unveiled the Mark Robak dedicated bike rack made of recycled water bottles that will be here at The Garden.

Director Hedberg talked about her priorities for the coming year.

The board agreed that selection of Vice President will be delayed until March, because several new representatives will replace seats on the Board next month.

Director Hedberg moved that Director Neault continue as Secretary, with Michael Williamson taking the minutes. Director Neault seconded the motion, which passed unanimously.

### **5.4 Resolution 25-02 Appointing the Treasurer of the Water Conservation Garden Authority**

See Attachment 6 (Board Report - Appointment of Treasurer) and Attachment 7 (Draft Resolution 25-02 Appointment of Treasurer)

Interim Administrator Olney referred to the restated Joint Power Agreement for the requirements for the role of Treasurer. It has been performed by GCCCD Vice Chancellor of Business Services, Sahar Abushaban, who is not available to continue the job for the coming year. Director Neault moved that Jennifer Bryant of Helix Water District be appointed, and Director McMillan seconded the motion. It passed unanimously.

***(The meeting jumped to item 5.9 because someone has to leave early.)***



Regular Meeting of the Water Conservation Garden Authority, Tuesday, January 28, 2025, 3:30 p.m.  
Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California 92019

### **5.5 Resolution 25-03 Authorizing Banking Signers on the Garden Bank Account**

See Attachment 8 (Board Report - Bank Signing Authorization) and Attachment 9 (Draft Resolution 25-03 Bank Signing Authorization).

Interim Administrator Olney stated the purpose of this resolution is to bring signing in line with the election of the new Treasurer. Director McMillan moved the draft resolution be adopted, and Director Castañeda seconded the motion, which passed unanimously.

### **5.6 Resolution 25-04 Authorizing Acceptance of an Endowment Fund from the Friends of the Garden**

See Attachment 10 (Board Report - San Diego Foundation Endowment Fund) and Attachment 11 (Resolution 25-04 San Diego Foundation Authorization).

Interim Administrator Olney stated that he and Lauren Magnuson have been working on preparing for a new entity in which the Authority can accept funds, as mentioned in item 5.2 above. Regarding funds at the San Diego Foundation, only interest income can be spent. Our new Treasurer will provide a report on how much is held, and what is available to be spent.

Director Castañeda moved to adopt the draft resolution, and Director Beaulieu DeSantis seconded his motion. It passed unanimously.

### **5.7 Quarterly Report of the Treasurer**

See Attachment 12 (Board Report - Treasurer's Report) and Attachment 11 (Statement of Position WCG Dec 24).

Treasurer Bryant said that we are currently in a good financial standing, and have almost \$400,000 to carry us to the end of the year.

### **5.8 Use of Fidelity Funds Donated to the Garden**

See Attachment 12 (Board Report - Use of Donated Funds).

Interim Administrator Olney said The Garden was given a gift of \$100,000 held at Fidelity Funds from a garden volunteer, Maggie Barnett. It has now been transferred to the Garden's account. He said that there are significant repairs that have to be made at the Garden that these funds could be applied to.

Director Neault asked that the money be directed to pay back the GCCCD loan.

Director Castañeda said that if they are applied to repairs, it will still benefit GCCCD if it takes over The Garden, as money it would not have to spend on the repairs. Director McMillan suggested that a decision of directing of these funds not be made at this meeting, which was agreed upon.

### **5.9 Options for Continued Funding and Operations of the Garden after June 30, 2024**

See Attachment 13 (Board Report - Continued Funding and Operations of the Garden).

Interim Administrator Olney stated that in order to develop a budget for next year, staff will need to have an idea which members will continue in the JPA. With that in mind legal council has created a draft Memorandum Of Understanding of how it might work going forward, as a starting point for discussion for each JPA members' Boards. No decisions are expected to be made today, which give the member Boards time to discuss their participation before the February meeting.

Regular Meeting of the Water Conservation Garden Authority, Tuesday, January 28, 2025, 3:30 p.m.  
Water Conservation Garden Multipurpose Room, 12122 Cuyamaca College Drive West, El Cajon, California 92019

If there are fewer than three or four participants going forward, we would need to start working with GCCCD for their take over of The Garden.

Director Castañeda listed large expenditures coming up for Sweetwater Authority. He says his board is resolute that they do not want The Garden to shut down, but they don't know what future finances will be in terms of their ability to continue funding at the same level.

Counsel Jungeis said the draft was written with the assumption that the City of San Diego will be withdrawing. Director Neault reiterated that GCCCD needs a definitive answer as soon as possible whether they will be taking over The Garden if they are to be ready in two years.

Staff was directed to come back with a modified MOU to address GCCCD's concerns on minimum notification times to the college if the JPA discontinues funding.

*(The discussion moved back to item 5.5 and continued in order.)*

#### **5.10 Recommendation Directing Legal Counsel to Send Denial of Demand to San Diego Housing Commission**

See Attachment 13 (San Diego Housing Commission Demand Letter).

The San Diego Housing Commission sent a letter to the JPA, which stated they had not received a letter from the Court about the Friend's bankruptcy, and demanded payment. JPA Counsel Jungreis stated that the JPA does not have a contract with them. He will respond with a letter directing them to the Friends, with whom they had a contract.

#### **5.11 Acting Administrator Comments**

None.

#### **5.12 Legal Counsel Comments**

None.

### **6. ADJOURNMENT**

The meeting adjourned at 4:58 p.m.

**Next meeting February 25, 2025, 3:30 p.m. at the Water Conservation Garden Multipurpose Room.**

**Water Conservation Garden Authority**  
**Statement of Activity**  
**January 2025**

	Jan 2025	Jul - Jan 2025 (YTD)
<b>Revenue</b>		
Sales		
Admissions	2,644.00	17,328.00
Donations	106,351.90	176,024.34
Donations Directed by Individuals		25,503.65
<b>Total Donations</b>	<b>\$ 106,351.90</b>	<b>\$ 201,527.99</b>
Education	261.00	1,855.00
Events	3,450.00	14,780.00
Memberships ( Net of Refunds)	5,913.05	59,029.46
<b>Total Sales</b>	<b>\$ 118,619.95</b>	<b>\$ 294,520.45</b>
<b>Sales of Product Income</b>		
Discounts/Refunds	-445.79	-2,714.65
Gift Shop	772.50	8,795.00
Plant Sales	349.00	4,259.12
<b>Total Sales of Product Income</b>	<b>\$ 675.71</b>	<b>\$ 10,339.47</b>
<b>Total Revenue</b>	<b>\$ 119,295.66</b>	<b>\$ 304,859.92</b>
Advertising & marketing		
Website Fees		2,685.00
<b>Total Advertising &amp; marketing</b>	<b>\$ 0.00</b>	<b>\$ 2,685.00</b>
<b>Building Expenses</b>		
Building Maintenance	1,780.00	8,097.29
Cleaning	361.97	3,015.73
Supplies		191.66
<b>Total Building Expenses</b>	<b>\$ 2,141.97</b>	<b>\$ 11,304.68</b>
<b>Contract &amp; professional fees</b>		
Accounting fees	3,500.00	24,500.00
Legal fees	200.00	17,142.00
Wellness Education	620.00	3,170.00
<b>Total Contract &amp; professional fees</b>	<b>\$ 4,320.00</b>	<b>\$ 44,812.00</b>
<b>Exhibit Expenses</b>		
Maintenance & Repairs	651.00	1,258.60
Supplies & Materials		742.49
Tortoise Food		151.88
<b>Total Exhibit Expenses</b>	<b>\$ 651.00</b>	<b>\$ 2,152.97</b>
<b>Garden Expenses</b>		
Garden Maintenance	900.00	1,851.58
Supplies & Materials	1,356.57	1,971.05

<b>Total Garden Expenses</b>	<b>\$ 2,256.57</b>	<b>\$ 3,822.63</b>
<b>Insurance</b>		
Liability insurance		2,409.14
Property insurance		2,428.28
<b>Total Insurance</b>	<b>\$ 0.00</b>	<b>\$ 4,837.42</b>
<b>Office expenses</b>		229.00
Bank fees & service charges	117.12	546.25
Equipment lease & maintenance	1,171.86	6,722.08
Event Expenses		6,150.92
IT Contracts	420.00	3,090.00
Memberships & subscriptions		1,442.49
Merchant account fees	442.71	4,496.78
Office supplies	489.53	1,368.54
Safety & Security	256.00	1,447.00
Shipping & postage		73.93
Small tools & equipment		31.25
Software & apps	305.25	2,154.79
Volunteer Expenses		1,013.57
<b>Total Office expenses</b>	<b>\$ 3,202.47</b>	<b>\$ 28,766.60</b>
<b>Payroll expenses</b>		
Taxes	4,762.83	13,714.98
Wages	20,437.05	119,917.25
Workers' compensation insurance	1,126.00	8,592.00
<b>Total Payroll expenses</b>	<b>\$ 26,325.88</b>	<b>\$ 142,224.23</b>
QuickBooks Payments Fees	249.75	843.98
Travel		18.85
<b>Utilities</b>		
Gas & Electric	1,661.09	13,924.00
Internet & TV services	428.54	2,980.39
Trash Removal	527.82	5,897.78
Water & Sewage		17,246.74
<b>Total Utilities</b>	<b>\$ 2,617.45</b>	<b>\$ 40,048.91</b>
<b>Vehicle expenses</b>		
Vehicle gas & fuel	33.32	201.18
Vehicle repairs	1,278.53	1,278.53
<b>Total Vehicle expenses</b>	<b>\$ 1,311.85</b>	<b>\$ 1,479.71</b>
<b>Total Expenditures</b>	<b>\$ 43,076.94</b>	<b>\$ 282,996.98</b>
<b>Net Operating Revenue</b>	<b>\$ 76,218.72</b>	<b>\$ 21,862.94</b>
<b>Interest Income</b>	589.92	651.27
<b>Net Revenue</b>	<b>\$ 76,808.64</b>	<b>\$ 22,514.21</b>

**Agency Contributions  
FY 25 YTD**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	
City of San Diego	\$75,828.00	\$75,828.00	\$0.00	
Helix Water District	\$101,105.00	\$101,105.00	\$0.00	
Otay Water Distrcit	\$101,105.00	\$50,552.50	\$50,552.50	Less Overpayment of Interim Funding Period (March 2024 – June 2024. \$4,000)
SD County Water Authority	\$151,657.00	\$151,657.00	\$0.00	
Sweetwater Authority	\$75,828.00	\$27,828.00	\$48,000.00	
<b>Total</b>	<b>\$505,523.00</b>	<b>\$406,970.50</b>	<b>\$98,552.50</b>	

---

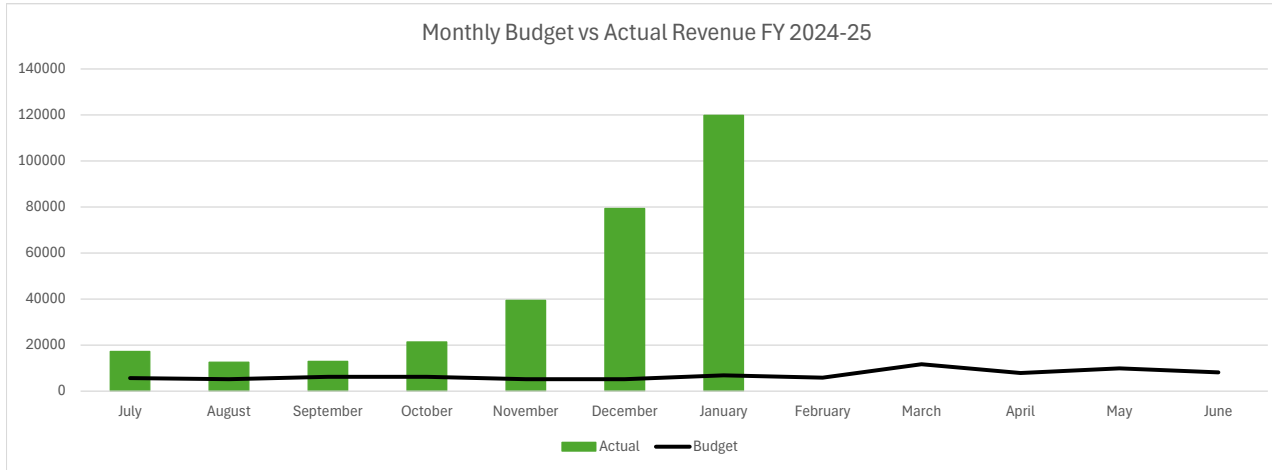


---

**Water Conservation Garden Authority  
Budget vs. Actuals  
January FY25**

**Revenue  
(Non-Agency Contribution)**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Admissions	\$2,000.00	\$2,644.00	\$644.00
Memberships	\$4,200.00	\$5,913.05	\$1,713.05
Events/Edu	\$0.00	\$3,711.00	\$3,711.00
Store/Shop Sales	\$500.00	\$675.71	\$175.71
Donation/Grants/Misc	\$200.00	\$106,351.90	\$106,151.90
<b>Total</b>	<b>\$6,900.00</b>	<b>\$119,295.66</b>	<b>\$112,395.66</b>



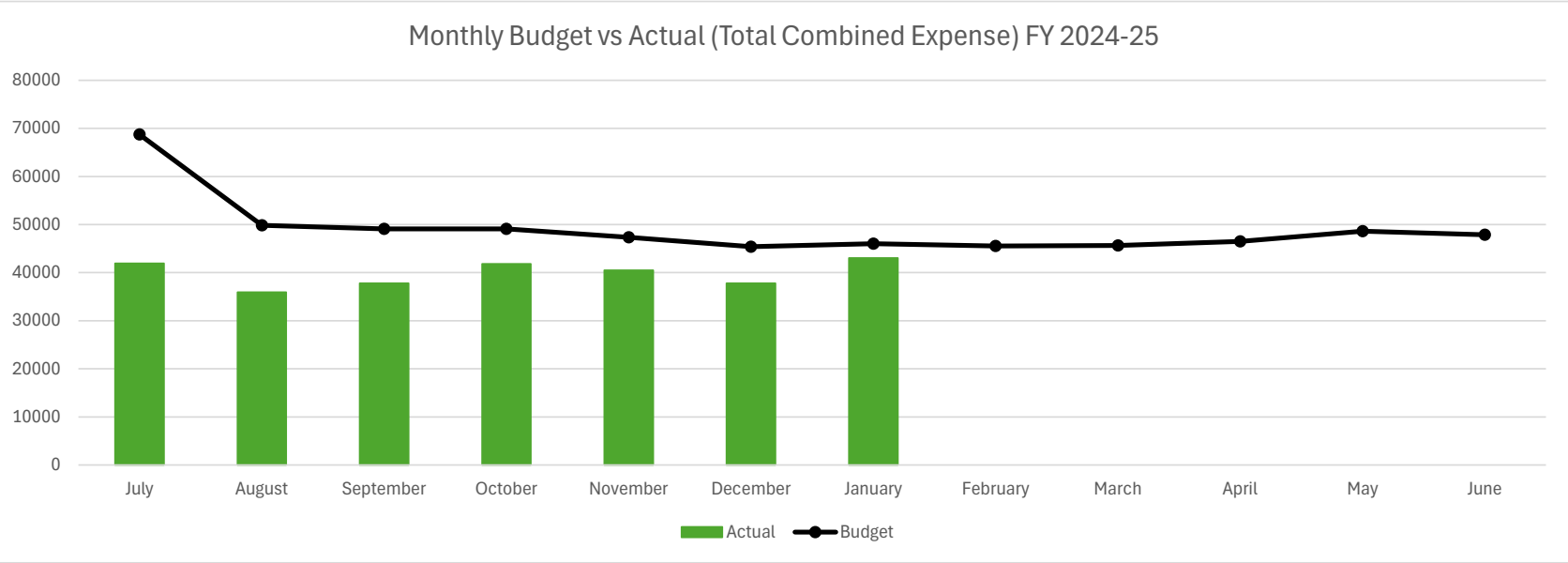
**Water Conservation Garden Authority**

**Budget vs. Actuals**

**January FY25**

**Expense**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Operational Expense	\$31,080.33	\$35,013.49	(\$3,933.16)
JPA Administrative	\$7,020.00	\$4,320.00	\$2,700.00
Utilities	\$4,921.00	\$2,617.45	\$2,303.55
Insurance	\$1,538.33	\$1,126.00	\$412.33
Contingency for unknowns	\$5,000.00	\$0.00	\$5,000.00
<b>Total</b>	<b>\$49,559.66</b>	<b>\$43,076.94</b>	<b>\$6,482.72</b>



**Check Register**  
**Water Conservation Garden Authority**  
**January 2025**

Transaction date	Transaction type	Num	Name	Line description	Account full name	Amount	Balance
Neighborhood NB - 3571 MM							
01/29/2025	Transfer			FROM XXXXXXX7943 Transfer Donat ELECTRONIC CREDIT FROM XXXXXXX7943 Transfer Donated Funds	Neighborhood NB - 7943 OP	100,000.00	100,000.00
01/31/2025	Deposit			INTEREST COMPOUNDED INTEREST COMPOUNDED INTEREST COMPOUNDED	Investment income:Interest Income	579.50	100,579.50
<b>Total for Neighborhood NB - 3571 MM</b>						<b>\$100,579.50</b>	
Neighborhood NB - 7943 OP							
01/06/2025	Deposit			REGULAR DEPOSIT REGULAR DEPOSIT REGULAR DEPOSIT		5,893.28	5,893.28
01/08/2025	Check	6000	Ryken Tree Service		Garden Expenses:Garden Maintenance	-900.00	4,993.28
01/08/2025	Check	6001	Form Craft Business Systems, Inc.		Office expenses:Office supplies	-48.48	4,944.80
01/08/2025	Expense		Square	SQUAKE INC The Water Conservatio ACH WITHDRAWAL SQUAKE INC The Water Conservation ACH DEBIT ACCTVERIFY T3BZE0H0VFRJ4Q6	Office expenses:Bank fees & service charges	-0.01	4,944.79
01/08/2025	Deposit			SQUARE INC The Water Conservatio ACH DEPOSIT SQUARE INC The Water Conservation ACH CREDIT ACCTVERIFY	Office expenses:Bank fees & service charges	0.01	4,944.80
01/08/2025	Deposit			INTUIT THE WATER CONSERVATION AC ACH DEPOSIT INTUIT THE WATER CONSERVATION ACH CREDIT ACCTVERIFY	QuickBooks Payments Fees	0.23	4,945.03
01/08/2025	Deposit			INTUIT THE WATER CONSERVATION AC ACH DEPOSIT INTUIT THE WATER CONSERVATION ACH CREDIT ACCTVERIFY	QuickBooks Payments Fees	0.02	4,945.05
01/08/2025	Expense		QuickBooks Payments	INTUIT THE WATER CONSERVATION AC ACH WITHDRAWAL INTUIT THE WATER CONSERVATION ACH DEBIT ACCTVERIFY ACCOUNT SERVICIN The Water Conse ACH WITHDRAWAL ACCOUNT SERVICIN The Water Conservation ACH DEBIT WEB PYMNT 902134557	Office expenses:Software & apps	-0.25	4,944.80
01/09/2025	Expense		Advanced Office		Office expenses:Equipment lease & maintenance	-302.84	4,641.96
01/10/2025	Check	6002	Helix Water Dist		Office expenses:Safety & Security	-32.00	4,609.96
01/10/2025	Check	6003	Form Craft Business Systems, Inc.		Office expenses:Office supplies	-95.19	4,514.77
01/11/2025	Check	6004	Dell Awards			-106.67	4,408.10
01/15/2025	Check	6005	Pam Meisner		Contract & professional fees:Wellness Education	-200.00	4,208.10
01/15/2025	Expense			EDCO WCG Authority ACH DEBIT EDC ACH WITHDRAWAL EDCO WCG Authority ACH DEBIT EDCO CINTASCORPORATIO THE WATER CONSE ACH WITHDRAWAL CINTASCORPORATIO THE WATER CONSERVATION ACH DEBIT 110EC64E16 XXXXXX6724	Utilities:Trash Removal	-527.82	3,680.28
01/15/2025	Expense		Cintas Corp.	INTUIT 49672298 WATER CONSERVATI ACH WITHDRAWAL INTUIT 49672298 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Building Expenses:Cleaning	-361.97	3,318.31
01/15/2025	Expense		Yaili I Gonzalez	INTUIT 49672298 WATER CONSERVATI ACH WITHDRAWAL INTUIT 49672298 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-1,725.19	1,593.12
01/15/2025	Expense		Juan Jimenez	INTUIT 49672298 WATER CONSERVATI ACH WITHDRAWAL INTUIT 49672298 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-550.01	1,043.11
01/15/2025	Expense		Amelia Knezevich	INTUIT 49672298 WATER CONSERVATI ACH WITHDRAWAL INTUIT 49672298 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-646.50	396.61
01/15/2025	Expense		Amelia Knezevich	INTUIT 49672298 WATER CONSERVATI ACH WITHDRAWAL INTUIT 49672298 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-71.83	324.78
01/15/2025	Expense		Lauren Magnuson	INTUIT 49672298 WATER CONSERVATI ACH WITHDRAWAL INTUIT 49672298 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-2,815.33	-2,490.55
01/15/2025	Expense		Hannah Palmer	INTUIT 49672298 WATER CONSERVATI ACH WITHDRAWAL INTUIT 49672298 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-635.61	-3,126.16
01/15/2025	Expense		Tim Townsley	INTUIT 49672298 WATER CONSERVATI ACH WITHDRAWAL INTUIT 49672298 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-1,913.10	-5,039.26
01/15/2025	Expense		Intuit	INTUIT 00246519 WATER CONSERVATI ACH WITHDRAWAL INTUIT 00246519 WATER CONSERVATION GAR ACH DEBIT TAX 18641557 SOUTHCOASTCOPYSY THE WATER CONSE ACH WITHDRAWAL SOUTHCOASTCOPYSY THE WATER CONSERVATION ACH DEBIT WEBPAYMENT	Payroll expenses:Taxes	-3,102.21	-8,141.47
01/15/2025	Expense				Office expenses:Equipment lease & maintenance	-869.02	-9,010.49
01/19/2025	Check	6006	DR Roofing		Building Expenses:Building Maintenance	-1,780.00	-10,790.49
01/19/2025	Check	4110	The Water Conservation Garden Aurtherity	Transfer Funds to Neighborhood Bank	US Bank Checking - 3947	100,000.00	89,209.51
01/21/2025	Expense			SD GAS & ELEC WATER CONSERVA ACH WITHDRAWAL SD GAS & ELEC WATER CONSERVATION GAR ACH DEBIT PAID SDGER	Utilities:Gas & Electric	-1,661.09	87,548.42
01/21/2025	Deposit			REGULAR DEPOSIT REGULAR DEPOSIT REGULAR DEPOSIT		110,086.00	197,634.42
01/22/2025	Check	10002	Cube 10 LLC	CHECK 10002 CHECK CHECK CA DEPT TAX FEE WATER CONSERVATI ACH WITHDRAWAL CA DEPT TAX FEE WATER CONSERVATION GAR ACH DEBIT CD1FA EPMT 19936700	Contract & professional fees:Accounting fees	-3,500.00	194,134.42
01/22/2025	Expense		California Department of Tax and Fee Administration		Sales tax to pay	-503.00	193,631.42
01/23/2025	Expense		Cox Business	COX COMM SAN Neighborhood ACH DE ACH WITHDRAWAL COX COMM SAN Neighborhood ACH DEBIT BANK DRAFT	Utilities:Internet & TV services	-428.54	193,202.88
01/27/2025	Check	6007	Rutan & Tucker	Account No.038652 - 0001	Contract & professional fees:Legal fees	-200.00	193,002.88
01/27/2025	Expense		Constant Contact	CONSTANTCONTACT Lauren Magnuson ACH WITHDRAWAL CONSTANTCONTACT Lauren Magnuson ACH DEBIT XXXXXX5506	Office expenses:Software & apps	-255.00	192,747.88
01/27/2025	Deposit			REGULAR DEPOSIT REGULAR DEPOSIT REGULAR DEPOSIT	Sales:Donations	840.51	193,588.39
01/28/2025	Deposit		Square	POS PYMT 01-28 SQ *ID - GBAAW4QT POINT OF SALE CREDIT POS PYMT 01-28 SQ *ID - GBAAW4QT SAN FRANCISCO, CA MAP 1391	Accounts Receivable (A/R) - CC Merchant	4,387.95	197,976.34
01/29/2025	Check	6008	Pamela M Badger		Contract & professional fees:Wellness Education	-315.00	197,661.34
01/29/2025	Check	6009	Amelia Knesevich		Contract & professional fees:Wellness Education	-105.00	197,556.34
01/29/2025	Transfer			FROM XXXXXXX7943 Transfer Donat ELECTRONIC CREDIT FROM XXXXXXX7943 Transfer Donated Funds WATER GARDEN MARK RUBAK ACH CRED ACH DEPOSIT WATER GARDEN MARK RUBAK ACH CREDIT WATER GARDEN SI-M9U5N2I2Y8I6	Neighborhood NB - 3571 MM	-100,000.00	97,556.34
01/29/2025	Deposit		Stripe-Join It		Accounts Receivable (A/R) - CC Merchant	2,479.97	100,036.31



01/30/2025	Tax Payment		QuickBooks Payroll	Tax Payment	Payroll Liabilities:CA SUI / ETT	-388.02	99,648.29
01/30/2025	Tax Payment		QuickBooks Payroll	Tax Payment		-3,319.45	96,328.84
01/30/2025	Check	6010	Lauren Magnuson	Reimbursement	Vehicle expenses:Vehicle gas & fuel	-33.32	96,295.52
01/30/2025	Expense		Yaily I Gonzalez	INTUIT 50893673 WATER CONSERVATI ACH WITHDRAWAL INTUIT 50893673 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-1,870.30	94,425.22
01/30/2025	Expense		Hannah Palmer	INTUIT 50893673 WATER CONSERVATI ACH WITHDRAWAL INTUIT 50893673 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-634.22	93,791.00
01/30/2025	Expense		Lauren Magnuson	INTUIT 50893673 WATER CONSERVATI ACH WITHDRAWAL INTUIT 50893673 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-2,815.32	90,975.68
01/30/2025	Expense		Tim Townsley	INTUIT 50893673 WATER CONSERVATI ACH WITHDRAWAL INTUIT 50893673 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-2,000.60	88,975.08
01/30/2025	Expense		Juan Jimenez	INTUIT 50893673 WATER CONSERVATI ACH WITHDRAWAL INTUIT 50893673 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Wages	-683.65	88,291.43
01/30/2025	Expense			INTUIT 50893673 WATER CONSERVATI ACH WITHDRAWAL INTUIT 50893673 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Taxes	-781.17	87,510.26
01/30/2025	Expense			INTUIT 50893673 WATER CONSERVATI ACH WITHDRAWAL INTUIT 50893673 WATER CONSERVATION GAR ACH DEBIT PAYROLL 18641557	Payroll expenses:Taxes	-86.80	87,423.46
01/30/2025	Expense		Intuit	INTUIT 14168704 WATER CONSERVATI ACH WITHDRAWAL INTUIT 14168704 WATER CONSERVATION GAR ACH DEBIT TAX 18641557	Payroll expenses:Taxes	-3,319.45	84,104.01
01/30/2025	Expense		Intuit	INTUIT 33879007 WATER CONSERVATI ACH WITHDRAWAL INTUIT 33879007 WATER CONSERVATION GAR ACH DEBIT TAX 18641557	Payroll expenses:Taxes	-388.02	83,715.99
01/31/2025	Check	6011	Helix Water Dist		Office expenses:Safety & Security	-224.00	83,491.99
01/31/2025	Check	6012	CA EDD		Payroll expenses:Taxes	-1,548.59	81,943.40
<b>Total for Neighborhood NB - 7943 OP</b>						<b>\$81,943.40</b>	

US Bank Checking - 3947

01/03/2025	Expense		Markel Insurance Company	ACH Debit(s)	Payroll expenses:Workers' compensation insurance	-1,126.00	-1,126.00
01/06/2025	Tax Payment		IRS	Tax Payment for Period: 12/28/2024-12/31/2024	Payroll Liabilities:Federal Taxes (941/943/944)	-2,339.91	-3,465.91
01/06/2025	Tax Payment		QuickBooks Payroll	Tax Payment	Payroll Liabilities:CA PIT / SDI	-333.82	-3,799.73
01/07/2025	Expense		Volgistics	Other Debit(s)	Office expenses:Software & apps	-50.00	-3,849.73
01/07/2025	Expense		Dixieline Hardware	Other Debit(s)	Garden Expenses:Supplies & Materials	-65.13	-3,914.86
01/07/2025	Deposit		Stripe-Join It	ACH Credit(s)	Accounts Receivable (A/R) - CC Merchant	9,920.98	6,006.12
01/13/2025	Expense		Staples	Other Debit(s)	Office expenses:Office supplies	-129.27	5,876.85
01/13/2025	Expense		Dixieline Hardware	Other Debit(s)	Garden Expenses:Supplies & Materials	-97.54	5,779.31
01/15/2025	Payroll Check	DD	Lauren Magnuson	Pay Period: 12/30/2024-01/14/2025	Direct Deposit Payable	-2,815.33	2,963.98
01/15/2025	Payroll Check	DD	Yaily I Gonzalez	Pay Period: 12/30/2024-01/14/2025	Direct Deposit Payable	-1,725.19	1,238.79
01/15/2025	Payroll Check	DD	Hannah Palmer	Pay Period: 12/30/2024-01/14/2025	Direct Deposit Payable	-635.61	603.18
01/15/2025	Payroll Check	DD	Juan Jimenez	Pay Period: 12/30/2024-01/14/2025	Direct Deposit Payable	-550.01	53.17
01/15/2025	Payroll Check	DD	Tim Townsley	Pay Period: 12/30/2024-01/14/2025	Direct Deposit Payable	-1,913.10	-1,859.93
01/15/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 12/30/2024-01/14/2025	Direct Deposit Payable	-71.83	-1,931.76
01/15/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 12/30/2024-01/14/2025	Direct Deposit Payable	-646.50	-2,578.26
01/15/2025	Tax Payment		QuickBooks Payroll	Tax Payment		-3,102.21	-5,680.47
01/15/2025	Expense		US Bank	Miscellaneous Fee(s)	Office expenses:Bank fees & service charges	-117.12	-5,797.59
01/16/2025	Expense		Corporate Technologies	ACH Debit(s)	Office expenses:IT Contracts	-420.00	-6,217.59
01/19/2025	Check	4110	The Water Conservation Garden Aurtherity		Neighborhood NB - 7943 OP	-100,000.00	-106,217.59
01/21/2025	Expense		Treetop Products	Other Debit(s)	Garden Expenses:Supplies & Materials	-424.72	-106,642.31
01/21/2025	Expense		David A's	Other Debit(s)	Exhibit Expenses:Maintenance & Repairs	-651.00	-107,293.31
01/21/2025	Expense		Home Depot	Other Debit(s)	Office expenses:Office supplies	-7.92	-107,301.23
01/22/2025	Expense		Dixieline Hardware	Other Debit(s)	Garden Expenses:Supplies & Materials	-111.52	-107,412.75
01/22/2025	Expense		Smart and Final	Other Debit(s)	Office expenses:Office supplies	-37.59	-107,450.34
01/27/2025	Expense		QuickBooks Payments	Other Debit(s)	QuickBooks Payments Fees	-12.00	-107,462.34
01/28/2025	Expense		Albertsons	Other Debit(s)	Office expenses:Office supplies	-64.41	-107,526.75
01/29/2025	Expense		QuickBooks Payments	Other Debit(s)	QuickBooks Payments Fees	-238.00	-107,764.75
01/29/2025	Expense		Deep Cycle Batte	Other Debit(s)	Vehicle expenses:Vehicle repairs	-1,278.53	-109,043.28
01/30/2025	Payroll Check	DD	Hannah Palmer	Pay Period: 01/15/2025-01/29/2025	Direct Deposit Payable	-634.22	-109,677.50
01/30/2025	Payroll Check	DD	Yaily I Gonzalez	Pay Period: 01/15/2025-01/29/2025	Direct Deposit Payable	-1,870.30	-111,547.80
01/30/2025	Payroll Check	DD	Juan Jimenez	Pay Period: 01/15/2025-01/29/2025	Direct Deposit Payable	-683.65	-112,231.45
01/30/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 01/15/2025-01/29/2025	Direct Deposit Payable	-86.80	-112,318.25
01/30/2025	Payroll Check	DD	Amelia Knezevich	Pay Period: 01/15/2025-01/29/2025	Direct Deposit Payable	-781.17	-113,099.42
01/30/2025	Payroll Check	DD	Lauren Magnuson	Pay Period: 01/15/2025-01/29/2025	Direct Deposit Payable	-2,815.32	-115,914.74
01/30/2025	Payroll Check	DD	Tim Townsley	Pay Period: 01/15/2025-01/29/2025	Direct Deposit Payable	-2,000.60	-117,915.34
01/31/2025	Deposit			Interest Credit(s)	Investment income:Interest Income	10.42	-117,904.92
01/31/2025	Expense		Term Tractor Supply	Other Debit(s)	Garden Expenses:Supplies & Materials	-387.88	-118,292.80

	01/31/2025	Expense	Valhalla Nursery	Other Debit(s)	Garden Expenses:Supplies & Materials	-269.78	-118,562.58
	01/31/2025	Journal Entry	Adj Bank PR	January 15th Payroll		11,459.78	-107,102.80
	01/31/2025	Journal Entry	Adj Bank PR	January 30th Payroll		12,579.53	-94,523.27
<b>Total for US Bank Checking - 3947</b>						<u>-94,523.27</u>	



## BOARD REPORT

**TO:** Board of Directors

**FROM:** Brian M. Olney, Interim Administrator

**INITIATED BY:** Lauren Magnuson, Director of Garden Operations

**DATE:** February 25, 2025

**SUBJECT:** Continued Funding and Operation of the Garden

---

### **Recommendation:**

The Board discuss the status of member agency participation for continued funding and operation of the Garden past June 30, 2024.

### **Background:**

The Board discussed options for continued funding and operations of the Garden at the January 28, 2025, board meeting and directed staff to develop a draft Memorandum of Understanding that could facilitate continued funding and operation of the Garden past June 30, 2025.

Legal counsel is working on completing a draft MOU for board review and is expected to be brought to the board at the March 26, 2025 board meeting. Member agencies were directed to seek direction from their respective agencies in February on their intent to continue participation in the Garden. Staff is providing an update to the San Diego County Water Authority at their Water Planning Committee meeting on February 27, 2025.

Staff is expecting direction from the member agencies on their continued participation by the March 26, 2025, meeting so staff can plan appropriately for budget development or transitioning the Garden back to the Grossmont-Cuyamaca Community College District.



## BOARD REPORT

**TO:** Board of Directors

**FROM:** Brian M. Olney, Interim Administrator

**INITIATED BY:** Lauren Magnuson, Director of Garden Operations

**DATE:** February 25, 2025

**SUBJECT:** Agreement to Transfer Vehicle titles to the Water Conservation Garden Authority

---

### **Recommendation:**

The Board approve an agreement between the Grossmont-Cuyamaca Community College District and the Water Conservation Garden Authority to transfer two vehicle titles to the Water Conservation Garden Authority.

### **Background:**

The Water Conservation Garden Authority previously contracted with the Friends of the Garden to operate the Water Conservation Garden. The Friends of the Garden received the donation of a 2006 Ford F-150 pick-up truck with approximately 150,000 miles and a 2014 Nissan Rogue with approximately 35,000 miles. At that time, the Friends coordinated with the Grossmont-Cuyamaca College District to transfer title of the vehicles assuming this approach would provide easier insurance and operation and maintenance of the vehicles. For various reasons after the transfer of title to the Grossmont-Cuyamaca Community College District, the vehicles were not able to be insured and put into service.

The Water Conservation Garden Authority has assumed operation of the Water Conservation Garden and worked with the Grossmont-Cuyamaca Community College District to develop an agreement to transfer the vehicle titles to the Water Conservation Garden for the

beneficial use in supporting Garden operations. The Water Conservation Garden Authority is prepared to accept title to the vehicles, make repairs to make the vehicles available for use, register with the Department of Motor Vehicles, and implement vehicle insurance coverage on the vehicles so they can be used to support the Garden. The Grossmont-Cuyamaca Community College District benefits from this transfer by avoiding cost associated with storing of the vehicles, maintenance, repair and operation of the vehicles and provides public benefit by supporting the operation of the Garden which sits on Grossmont-Cuyamaca Community College District property.

Attachments:

1. Agreement to transfer vehicle titles