



BOARD OF DIRECTORS

R.C. Brody
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Steve Rosentsweig
Vice President

Nancy Helsley
Treasurer

Beth Burnam
Director

Deborah Klein Lopez
Director

EXECUTIVE OFFICER
Clark Stevens

REGULAR BOARD MEETING

SEVEN HUNDRED EIGHTY-FOURTH MEETING

Monday March 26, 2018—6:00 P.M.
Resource Conservation District Office
540 S. Topanga Canyon Blvd, Topanga, CA 90290

MINUTES

1. **CALL TO ORDER:** the meeting was called to order by President R.C. Brody at 6:05 p.m. A quorum was established with Directors Nancy Helsley, Deborah Klein Lopez and Steve Rosentsweig in attendance. Director Beth Burnam was absent. Also in attendance were Associate Director Dennis Washburn, Executive Officer Clark Stevens and Operations Manager John Hendra.

EMERGENCY AGENDA ITEM: Staff was contacted on Friday March 23, after the Board agenda had been posted and under the 72-hour time limit, and informed that the National Wildlife Federation has approved an RCD proposal for services and wants to begin work in the next week. Time is of the essence, so a delay in starting the project for another week might jeopardize the contract with the RCD. The Directors voted to add this item to the agenda on an emergency basis as Regular Calendar item D.

Moved/Seconded: Mr. Rosentsweig/Ms. Helsley; approved 3-0 with Ms. Lopez abstaining.

2. **INTRODUCTION OF GUESTS:** Dawn Afman, NRCS District Conservationist.
3. **PUBLIC COMMENTS:** there were no public comments.
4. **MINUTES:** Approval of minutes for meeting of February 26, 2018.
Moved/Seconded: Ms. Lopez/Mr. Rosentsweig; approved 4-0.
5. **MONTHLY CLAIMS AND FINANCIALS:** Approval of claims for February 2018 and review of financial reports through February 28, 2018. **Moved/Seconded: Mr. Rosentsweig/Ms. Lopez; approved 4-0.**
6. **REGULAR CALENDAR**
 - A. Approval of Updated Purchasing Card Policy and Resolution #2018-03-01: Approve Umpqua Bank Commercial Card Agreement and Designate



Authorized Officials on Behalf of the RCDSMM: the RCD has participated in the CA Special Districts Association's (CSDA) purchase card program for over 5 years. This reauthorization was necessitated by termination of their contract with Bank of the West, who previously hosted the purchase card program. CSDA indicated that the new program will be better than the old purchase card program with better rebate potential and better online account access and monitoring. **Moved/Seconded: Mr. Rosentsweig/Ms. Helsley; approved 4-0.**

- B. Discussion on timing of Board appointments: staff informed the Board that Director appointments are out of sync according to state code. Per Division 9 of the Public Resources Code, RCD Director appointments are required to happen every other year, whereas the RCD is currently on a cycle of appointments in two consecutive years followed by no appointments for two years. The Board discussed options for correcting this situation and directed staff to draft a letter to the Los Angeles County Board of Supervisors explaining the situation and potential remedy.
- C. Review of District boundaries and services: Mr. Stevens reviewed meetings he had with various government officials regarding this topic and discussed options and next steps for District expansion.
- D. Approval of National Wildlife Federation contract for architectural services: the Board discussed the financial implications of the proposal and what services were being provided, then voted to approve moving ahead with the contract. **Moved/Seconded: Mr. Rosentsweig/Mr. Brody; approved 3-0 with Ms. Lopez abstaining.**

7. USDA/NATURAL RESOURCES CONSERVATION SERVICE

REPORT: Ms. Afman reported on her work on Thomas Fire recovery and the Montecito debris flow, including having met at least 1,000 homeowners. She passed out flyers detailing disaster recovery programs and services.

8. INFORMATIONAL REPORTS:

A. Staff Reports for February:

- i. Clark Stevens, Executive Officer: Mr. Stevens reviewed his report and noted that we haven't found the appropriate candidate for the Environmental Services Coordinator position, so no hires at this time. Staff will leave the advertisements up and review new resumes as they come in.
- ii. John Hendra, Operations Manager
- iii. Rosi Dagit, Senior Conservation Biologist
- iv. Kelly Kazmirchuk, Interim Education Program Manager



9. DIRECTORS' COMMENTS/ANNOUNCEMENTS

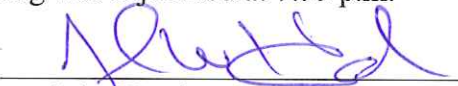
- Ms. Helsley reported that the California Envirothon state competition will be held Saturday April 7. Two teams from both Pacific Palisades and Agoura Hills High Schools will participate. The Envirothon leaders have applied for a grant from the NRCS State Office but haven't heard back.
- Mr. Washburn announced that the watersheds that feed the LA River are infected with the shot hole borer. He is attempting to get Calabasas and other cities to do watershed plans for each of these watersheds.

10. CORRESPONDENCE

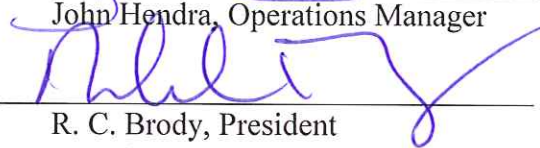
- CA Special Districts Association Board of Directors Call for Nominations: Seat A

11. ADJOURNMENT: Moved/Seconded: Mr. Brody/Mr. Rosentsweig; approved 4-0.

The meeting was adjourned at 7:55 p.m.

Submitted by: 
John Hendra, Operations Manager

Date: 7/25/18

Approved by: 
R. C. Brody, President
Board of Directors

Date: 9/24/18

