



BOARD OF DIRECTORS

R.C. Brody
 President

Steve Rosentsweig
 Vice President

Nancy Helsley
 Treasurer

Beth Burnam
 Director

Deborah Klein Lopez
 Director

EXECUTIVE OFFICER
 Clark Stevens

REGULAR BOARD MEETING

SEVEN HUNDRED EIGHTY-NINTH MEETING

Monday September 24, 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 6:01 p.m. A quorum was established with Directors Beth Burnam and Deborah Klein Lopez in attendance. Director Nancy Helsley arrived at 6:05 p.m. Director Steve Rosentsweig was absent. Also in attendance were Associate Director Dennis Washburn, Executive Officer Clark Stevens and Operations Manager John Hendra.

2. **INTRODUCTION OF GUESTS:** there were no guests.

3. **PUBLIC COMMENTS:** there were no public comments.

4. **MINUTES:** Approval of minutes for meeting of July 23, 2018. **Moved/Seconded: Ms. Burnam/Ms. Lopez; approved 3-0 with Ms. Helsley not present.**

5. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for July and August 2018 and review of financial reports through August 31, 2018. the Board reviewed the statements and inquired about the various cash and R&E balances, then approved the Claims and financial reports. **Moved/Seconded: Ms. Lopez/Ms. Burnam; approved 4-0.**

6. **REGULAR CALENDAR**
 - A. Approval of Resolution #2018-09-01: Apportionment of fiscal year 2017-18 surplus funds to the Capital Planning Fund and other capacity building purposes: Mr. Brody reviewed the resolution and gave the recommendation of the Finance and Administration Committee. Mr. Hendra discussed the California Project Tracker item in the resolution and the potential purchase of a replacement research computer. Ms. Burnam asked that \$3000 for the computer purchase be added to the resolution and the Capital Planning Fund contribution be reduced to \$65,000. The Board agreed and the resolution was passed unanimously. **Moved/Seconded: Ms. Helsley/Ms. Burnam; approved 4-0.**



- B. Review of standing committee missions and assignments: the Board reviewed committee assignments. Ms. Lopez did not have any committee assignments, so she was added to the Institutional Advancement Committee and the Board Development Committee. The Resource Protection and Land Use Committee needed one additional Director, so Ms. Burnam was added to the committee. Mr. Hendra was directed to disband the Strategic Planning Ad Hoc Committee.
- C. Appointment of delegate and alternate delegate to the CARCD Annual Conference business meeting: Ms. Helsley will be attending the annual conference and business meeting, so she was appointed RCDSMM delegate. No other Directors will be attending so no alternate delegate was appointed.

7. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT**: no report.

8. **INFORMATIONAL REPORTS**:

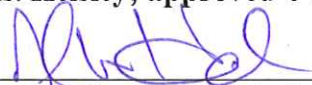
A. Staff Reports for July & August:

- i. Clark Stevens, Executive Officer: Mr. Stevens reviewed items in his report and answered Director questions.
- ii. John Hendra, Operations Manager
- iii. Rosi Dagit, Senior Conservation Biologist
- iv. Kelly Kazmirchuk, Education Supervisor

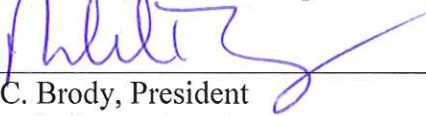
9. **DIRECTORS' COMMENTS/ANNOUNCEMENTS**

- Ms. Helsley reported that the state Envirothon competition next year will be held at Cal Poly Pomona on March 31, 2019. Also, the Envirothon Committee is close to getting a grant from NRCS.

10. **ADJOURNMENT**: The meeting was adjourned at 7:19 p.m. **Moved/Seconded: Ms. Burnam/Ms. Helsley; approved 4-0.**

Submitted by: 
 John Hendra, Finance & Operations Officer

Date: 10/22/18

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

Date: 10/22/18