



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 NINETY-SECOND MEETING

Monday January 28, 2019—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 6:00 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley and Deborah Klein Lopez in attendance. Director Steve Rosentsweig was absent. Also in attendance were Executive Officer Clark Stevens and Finance & Operations Officer John Hendra.
2. **ELECTION OF OFFICERS:** no nominations were received for any of the offices, so the current officers agreed to continue serving for 2019. **Moved/Seconded: Ms. Burnam/Ms. Lopez; approved 4-0.**
3. **INTRODUCTION OF GUESTS:** Dawn Afman, NRCS District Conservationist.
4. **PUBLIC COMMENTS:** there were no public comments.
5. **MINUTES:** Approval of minutes for meeting of December 17, 2018: the minutes were approved without change. **Moved/Seconded: Ms. Lopez/Ms. Burnam; approved 4-0.**
6. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for December 2018 and review of financial reports through December 31, 2018: **Moved/Seconded: Mr. Brody/Ms. Helsley; approved 4-0.**
7. **REGULAR CALENDAR**
 - A. Review and approval of fiscal year 2018-19 mid-year budget adjustments: Mr. Hendra reviewed the significant changes to the budget and answered questions about specific budget lines, especially lines affected by previous Board actions to apportion prior year fiscal surplus. The Board approved the budget revisions without amendment. **Moved/Seconded: Ms. Burnam/Ms. Lopez; approved 4-0.**



- B. Institutional Advancement Committee meeting recap and 2019 Development Plan/Calendar review: Mr. Hendra and Ms. Burnam reviewed the Institutional Advancement Committee meeting discussion and the draft development plan, which was created by Development Consultant Monika Whitfield. The Board discussed potential fundraising events, organizational capacity and the need for communications as part of the overall plan. The plan will be revised based on Board comments and presented at a future meeting for approval.
- C. Review of Board 2019 agenda items and Committee meeting schedule: Mr. Hendra reviewed the 2019 agenda item calendar and committee meeting schedule. The Board directed staff to make a few additions/edits to the calendar and schedule and file for future use. The Board also directed staff to prepare a resolution making the Personnel Committee a standing committee and the Resource Protection and Land Use Committee an ad-hoc committee.
- D. Quarterly review of annual plan progress: Directors reviewed progress on the annual plan tasks and asked for clarification on certain line items.

8. USDA/NATURAL RESOURCES CONSERVATION SERVICE

REPORT: Ms. Afman reported that she has a new boss: Curtis Tarver. He came from the Central Valley and is excited to be here. The NRCS office is partnering with the Ventura County RCD on some upcoming projects and is looking to do so with the RCDSMM as well.

9. INFORMATIONAL REPORTS:

A. Staff Reports for December:

- i. Clark Stevens, Executive Officer: Mr. Stevens updated the Board on the Demo House project, which is at the RFQ stage for contractors to build the structure. The RCD is contracting for a Defensible Space Coordinator to manage a CalFire grant to build a database and web portal for fire safety information. Over 60% of the Liberty Canyon restoration site was burned, but we have retained the WCB grant so will be able to do some restoration.
- ii. John Hendra, Operations Manager
- iii. Rosi Dagit, Senior Conservation Biologist
- iv. Kelly Kazmirchuk, Education Supervisor


10. DIRECTORS' COMMENTS/ANNOUNCEMENTS

- Ms. Lopez is resigning from the RCD Board due to time commitments now that she is on the Agoura Hills City Council. The Board asked Ms. Lopez to continue her involvement by becoming an Associate Director with the RCD. The Board requested that she help identify a replacement for her seat.

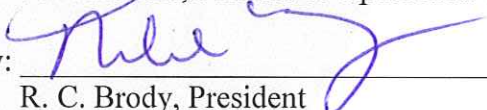


- Ms. Helsley reported that Curtis Tarver is going to be one of the judges for the state Envirothon. She invited Directors to be judges as well.

11. **ADJOURNMENT:** The meeting was adjourned at 8:05 p.m. **Moved/Seconded: Mr. Brody/Ms. Helsley; approved 4-0.**

Submitted by: 
John Hendra, Finance & Operations Officer

Date: 4/22/19

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

Date: 4/22/19