

**BOARD OF DIRECTORS**

Richard C. Brody  
President

Steven Rosentsweig  
Vice President

Nancy Helsley  
Treasurer

Beth Burnam  
Director

Laurie Price  
Director

**REGULAR BOARD MEETING**

EIGHT-HUNDRED FOURTH MEETING

**Monday March 23, 2020—6:00 P.M.**

**Resource Conservation District Office**

**540 S. Topanga Canyon Blvd, Topanga, CA 90290**

**EXECUTIVE OFFICER**  
Clark Stevens

**MINUTES**

1. **CALL TO ORDER:** the meeting was called to order via teleconference by President R.C. Brody at 6:06 p.m. A quorum was established with Directors Nancy Helsley, Laurie Price and Steve Rosentsweig on the conference call. Director Beth Burnam was absent. Also on the conference call were Associate Directors Deborah Klein Lopez and Dennis Washburn, and Executive Officer Clark Stevens. Finance & Operations Officer John Hendra was at the RCD office.
2. **INTRODUCTION OF GUESTS:** Glenn Bailey, past Director.
3. **PUBLIC COMMENTS:**
  - Mr. Bailey updated the Board on the Sepulveda Basin Wildlife Steering Committee. They have cancelled their March meeting due to COVID-19. Please contact him if you have questions or suggestions for the Committee.
4. **MINUTES:** Approval of minutes for meeting of February 24, 2020: the Board reviewed the minutes and voted to approve them as presented. **Moved/Seconded: Ms. Price/Ms. Helsley; approved 4-0.**
5. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for February 2020 and review of financial reports through February 29, 2020: the Board reviewed the Claims and financial statements through February. Mr. Hendra noted that the accounts receivables are high, so staff will be monitoring bank balances and working with grantors to accelerate payments. After brief discussion, the Board voted to approve the Claims and financial statements. **Moved/Seconded: Ms. Price/Mr. Rosentsweig; approved 4-0.**
6. **REGULAR CALENDAR**

- A. Update on Los Angeles County Local Agency Formation Commission (LAFCo) Municipal Services Review and change of Sphere of Influence: Tabled to a future meeting.
- B. Approval of lease for RCD office at 540 S. Topanga Canyon Blvd.: the Board reviewed the main points of negotiation: monthly rent of \$3500, annual increases of 3% and lease termination provisions for both parties. All of these points were agreed to by landlord. Directors also reviewed the lease section by section to clarify details and suggest amendments. The Board moved to approve the lease agreement, pending clarification of items discussed at the meeting, and gave the ad hoc Lease Negotiating Subcommittee authority to finalize the lease, assuming there are no significant changes. **Moved/Seconded: Mr. Rosentsweig/Ms. Price; approved 4-0.**

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


8. **INFORMATIONAL REPORTS**:

A. Staff Reports for February 2020:

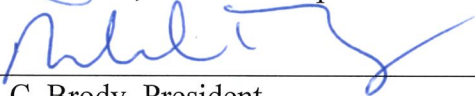
- i. Clark Stevens, Executive Officer: in addition to his written report, Mr. Stevens noted that the RCD will be a major part of a \$2.5 million grant from the National Fish and Wildlife Foundation for defensible space in the Santa Monica Mountains. Details will be provided when available.
- ii. John Hendra, Operations Manager
- iii. Rosi Dagit, Senior Conservation Biologist
- iv. Kelly Kazmirchuk, Education Supervisor

9. **DIRECTORS' COMMENTS/ANNOUNCEMENTS**: there were no Director comments.

10. **ADJOURNMENT**: The meeting was adjourned at 7:13 p.m. **Moved/Seconded: Ms. Helsley/Ms. Price; approved 4-0.**

Submitted by:   
John Hendra, Finance & Operations Officer

Date: 5/1/2020

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

Date: 5/1/2020