

BOARD OF DIRECTORS

Richard C. Brody
President

Steven Rosentsweig
Vice President

Nancy Helsley
Treasurer

Beth Burnam
Director

Laurie Price
Director

EXECUTIVE OFFICER
Clark Stevens

REGULAR BOARD MEETING

EIGHT-HUNDRED EIGHTEENTH MEETING

Monday June 28, 2021—6:00 P.M.

MINUTES

1. **CALL TO ORDER:** the meeting was called to order via Zoom videoconference by President R.C. Brody at 6:05 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley, Laurie Price and Steve Rosentsweig on the videoconference. Also on the videoconference were Associate Directors Deborah Klein Lopez and Dennis Washburn, Executive Officer Clark Stevens and Finance & Operations Officer John Hendra.
2. **INTRODUCTION OF GUESTS:** Glenn Bailey, RCD representative to the Sepulveda Basin Wildlife Area Steering Committee (SBWASC) (joined at 8 pm); Dawn Afman, NRCS District Conservationist; Andy Lyu, Cal Poly University Pomona student in applied science and summer intern with NRCS/USDA.
3. **PUBLIC COMMENTS**
 - Mr. Lyu introduced himself and discussed his interests and major at Cal Poly Pomona.
4. **MINUTES:** Approval of minutes for meeting of April 26, 2021: Mr. Hendra brought up one error: the adjournment time was missing. The Board approved the minutes with the adjournment time added. **Moved/Seconded: Mr. Rosentsweig/Ms. Burnam; approved 5-0.**
5. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for April and May 2021 and review of financial reports through May 31, 2021: the Board reviewed the Claims and financial reports and requested information on some items, then approved both Claims and financial reports. **Moved/Seconded: Ms. Burnam/Ms. Price; approved 5-0.**
6. **REGULAR CALENDAR**
 - A. Approval of Resolution No. 2021-06-01: approving the application for grant funds from the Wildlife Conservation Board for the Topanga Creek and Lagoon Restoration Environmental Review and Permit Coordination: Mr. Brody asked about the work that would be completed with this funding. Mr. Stevens discussed

the work, including preparing full design and CEQA/NEPA documents in order to be ready for construction. **Moved/Seconded: Ms. Helsley/Ms. Burnam; approved 5-0.**

- B. Approval of Fiscal Year 2021-22 budget: Mr. Brody recounted the Finance & Administration Committee meeting to review the budget. Mr. Hendra reviewed the draft budget and answered questions from the Directors. Ms. Burnam recommended creating a new account for the combined Contract and Grant Revenue and Fee For Service Revenue accounts. Mr. Brody and Ms. Helsley noticed that the personnel costs and administration fee revenue had increased significantly from the budget they reviewed at the F&A Committee meeting and asked that they be informed if more than minor changes are to be made after the committee meets. The budget was approved as presented. **Moved/Seconded: Ms. Burnam/Ms. Price; approved 5-0.**
- C. Update on potential office relocation planning: Mr. Stevens informed the Board that Las Virgenes Municipal Water District has put together a budget to make the office space ready for move-in, including adding a lift, repairing flooring and other upgrades. LVMWD has asked if the RCD could use a mutual broker to save costs on the documentation, to which the Board did not object. Mr. Stevens anticipates having a budget and possibly lease terms for the next Board meeting.
- D. Discussion on resuming in-person Board meetings: Mr. Hendra reported that in-person meetings will need to resume by September 30 per information from the Governor's office. The Board discussed what other organizations are doing and how to move forward. The Board asked Mr. Hendra to keep them informed of updated procedures and the Board will discuss at a future meeting.
- E. Approval of donation to the Richard Lee Campbell Envirothon Scholarship Fund: Ms. Helsley reported that the Envirothon committee held their first virtual competition this spring, which went very well. She thanked Mr. Brody for being a judge. Granada Hills High School won the state competition. The Campbell scholarship fund has been set up with \$1900, so each of the students on the winning team will get \$500. Ms. Price suggested a \$1000 donation to the scholarship for student educational use; Ms. Burnam was concerned that the RCD would provide a majority of the funding and hoped for more diversified funding sources. The Board approved a \$1000 donation. **Moved/Seconded: Ms. Price/Ms. Burnam; approved 5-0.**

7. USDA/NATURAL RESOURCES CONSERVATION SERVICE

REPORT: Ms. Afman reported that she has been busy writing a proposal to get 3 more years of Callegas watershed funding because of the drought issues this watershed faces. Ventura River watershed has been designated as the last restorable resource for southern steelhead trout by the state. Ms. Afman will focus on this watershed next for funding.

8. INFORMATIONAL REPORTS:

A. Staff Reports for April and May 2021:

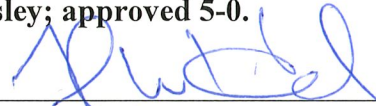
- i. Clark Stevens, Executive Officer: Mr. Stevens just found out that our request for \$2 million from the state for southern steelhead trout restoration has been taken up by the legislature. The money will run through CDFW for genetic preservation, restoration and hatcheries.
- ii. John Hendra, Finance & Operations Officer
- iii. Rosi Dagit, Senior Conservation Biologist
- iv. Kelly Kazmirchuk, Education Supervisor

9. DIRECTORS' COMMENTS/ANNOUNCEMENTS

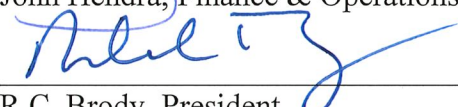
- Mr. Rosentsweig praised the annual report. It highlighted the many things we are doing and showed us in a good light.
- Ms. Price reported that the DEI Committee is getting proposals for training now that the RFP is available.
- Mr. Brody discussed with Mr. Hendra the possibility of getting Board meeting agendas out earlier and increasing the visibility of meeting agendas on our homepage. Staff will make an effort to accommodate these requests.

10. **CLOSED SESSION:** Personnel (Government Code Section 54957)—Executive Officer annual performance evaluation. The open portion of the meeting was closed and the Closed Session began at 8:15 p.m. The Closed Session ended at 8:47 p.m. and the open meeting was resumed, where the Board announced that they approved the evaluation of the Executive Officer.

11. **ADJOURNMENT:** The meeting was adjourned at 8:48 p.m. **Moved/Seconded: Ms. Price/Ms. Helsley; approved 5-0.**

Submitted by: 
John Hendra, Finance & Operations Officer

Date: 9/30/2021

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

Date: 9/30/2021