

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 THIRTY-SIXTH MEETING

Monday February 27, 2023—6:00 P.M.

MINUTES

1. **CALL TO ORDER:** the meeting was called to order via Zoom videoconference by President R.C. Brody at 6:02 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 Director Deborah Klein Lopez, Executive Officer Clark Stevens, and Finance & Operations Officer John Hendra.
2. **INTRODUCTION OF GUESTS:** Brooks Engelhardt, NRCS District Conservationist; Jamie Quarfeld, NRCS Soil Conservationist; Michael Hart, District resident.
3. **PUBLIC COMMENTS:**
 - Mr. Hart asked the Board to consider taking over management of the Las Virgenes Municipal Water District conservation area at the spreading fields.
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** Mr. Engelhardt reported that his office is still working on flood damage assessments and EQIP projects. Wildlife land is eligible, as is oak woodlands and riparian areas. Ms. Quarfeld reported that she has been in contact with Mr. Stevens about 2 events on Tuesday 2/28.
5. **MINUTES:** Approval of minutes for meeting of January 23, 2023: after reviewing the minutes the Board voted to approve as presented. **Moved/Seconded: Ms. Burnam/Ms. Price; approved 5-0.**
6. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for January 2023 and review of financial reports through January 31, 2023: the Board reviewed the Claims report and financial reports and voted to approve them. **Moved/Seconded: Ms. Price/Mr. Rosentsweig; approved 5-0.**
7. **REGULAR CALENDAR**
 - A. Report of the Finance & Administration Committee meeting: receivables update and collection procedure: Mr. Brody and Ms. Burnam reviewed their meeting

with Mr. Stevens and Mr. Hendra. They requested that staff look into software and accountant options since we may have outgrown Quickbooks; and that staff create a report that shows, for each check received, how much is going to contractors and how much the RCD is keeping. Mr. Stevens and Mr. Hendra followed up on a number of items from the F&A Committee meeting, such as packaging multiple months into one invoice for CDFW and including the A/R aging summary in the Board report.

- B. Report on administrative and management role changes to facilitate operational and fiscal tasks: Mr. Stevens discussed the redistribution of executive responsibilities among himself, Mr. Hendra and Dan Cooper, Senior Conservation Biologist, who will assume the role of Deputy Executive Officer. The Board asked Mr. Stevens questions about the organizational chart and executive responsibilities. Ms. Burnam requested that staff create improved job descriptions.
- C. Approval of Resolution 2023-02-01: Adoption of Board Member Teleconferencing Policy: after reviewing the policy and discussing how to implement it, the Board voted to approve the policy. **Moved/Seconded: Ms. Burnam/Ms. Price; approved 5-0.**
- D. Approval of Resolution 2023-02-02: Appointment of Daniel Cooper, Senior Conservation Biologist, as the RCDSMM Representative and Glenn Bailey, past Director, as the Alternate Representative to the Sepulveda Basin Wildlife Area Steering Committee (SBWASC): Mr. Bailey sent an email to the Board requesting to remain as the RCD's voting member of the SBWASC due to his experience with the committee and past service to the RCD, among other benefits. Mr. Stevens explained his reasons for wanting a staff member to assume the voting position, including more direct access to RCD leadership, better knowledge of current RCD projects and more commitment and visibility to the Steering Committee, among other things. The Board voted to approve the resolution and asked Mr. Stevens to contact Mr. Bailey to see if he would accept the RCD Alternate position on the Steering Committee. **Moved/Seconded: Ms. Burnam/Ms. Price; approved 4-0 with Mr. Brody abstaining.**

8. INFORMATIONAL REPORTS:

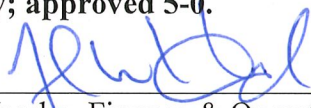
- A. Staff Reports for January 2023: no discussion.
 - i. Clark Stevens, Executive Officer
 - ii. John Hendra, Finance & Operations Officer
 - iii. Rosi Dagit, Senior Conservation Biologist
 - iv. Marilyn Brody French, Education Supervisor
 - v. Dan Cooper, Senior Conservation Biologist

9. DIRECTORS' COMMENTS/ANNOUNCEMENTS

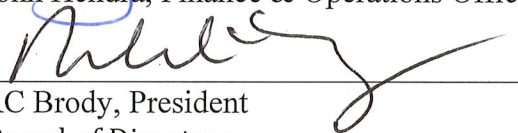
- Ms. Burnam reported for the Ad Hoc Office Lease Committee on the Las Virgenes Municipal Water District lease negotiations. The committee recommends that the RCD discontinue negotiations and look at other options. Staff will agendize this item for closed session next month.
- Ms. Helsley reported that the Envirothon is moving forward with the state event on Saturday 4/15 at the Wind Wolves Preserve. They are looking for judges. There will be 10 teams. The theme is adapting to climate change.
- Mr. Rosentsweig reported that he attended the P-22 memorial at the Greek Theater and it was completely full. He stayed for 3 hours and the event was still going when he left.

10. **CLOSED SESSION:** Personnel (Government Code Section 54957)—Executive Officer performance evaluation: the Board entered closed session at 7:52 p.m. and ended closed session at 8:37 p.m. They finalized the Executive Officer evaluation process after reviewing results from the prior process.

11. **ADJOURNMENT:** The meeting was adjourned at 8:38 p.m. **Moved/Seconded: Ms. Burnam/Ms. Helsley; approved 5-0.**

Submitted by: 
John Hendra, Finance & Operations Officer

Date: 4/24/23

Approved by: 
RC Brody, President
Board of Directors

Date: 4/24/23