

**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 THIRTY-EIGHTH MEETING

**Monday April 24, 2023—6:00 P.M.**

Location: RCD District Office, 540 S. Topanga Canyon Blvd., Topanga

**MINUTES**

**EXECUTIVE OFFICER**  
Clark Stevens

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, Nancy Helsley, Laurie Price and Steve Rosentsweig in attendance. Also in attendance were Executive Officer Clark Stevens and Finance & Operations Officer John Hendra. Joining on videoconference were Associate Directors Deborah Klein Lopez and Dennis Washburn.
2. **INTRODUCTION OF GUESTS:** Brooks Engelhardt, NRCS District Conservationist; Glenn Bailey, past RCD Director; Roger Pugliese, Topanga resident; Cam Tredennick, CARCD Executive Director.
3. **PUBLIC COMMENTS:**
  - Mr. Pugliese commented on the number of “chevron” signs on Topanga Canyon Blvd. He noted 43 “chevron” signs from PCH to the RCD office. TASC and the Topanga Chamber of Commerce are asking CalTrans to remove signs to return to the original number, and they are asking all Topanga residents and organizations to support the effort.
  - Mr. Bailey noted that the Chatsworth Nature Preserve Earth Day Open House was postponed to Saturday June 24, 4-8 p.m. He also officially accepted the alternate representative designation for the Sepulveda Basin Wildlife Area Steering Committee. Finally, he reported that the first hearing was held for AB 441, which would loosen restrictions on Board in-person attendance. The bill was changed to apply to neighborhood councils in the City of LA, so RCDs will need to ask for an amendment to be included.
  - Mr. Tredennick introduced himself to the Board, discussed his background and commended the work the southern RCDs are doing.
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** Mr. Engelhardt reported that the Conservation Stewardship Program application deadline is April 28. The application deadline for Environmental Quality Incentives Program (EQIP) has passed, but NRCS is taking applications for the 2024 funding cycle. Oak

woodlands can fit into the EQIP as well under forestry funding. He is working on six sites for the Emergency Watershed Protection program related to flood damage and two others related to flooding and manure management.

5. **MINUTES:** Approval of minutes for meeting of March 27, 2023: after reviewing the minutes, the Board voted to approve them as presented. **Moved/Seconded: Mr. Rosentsweig/Ms. Burnam; approved 4-0 with Mr. Brody abstaining.**
6. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for March 2023 and review of financial reports through March 31, 2023: the Board reviewed the Claims report and financial reports and voted to approve them. The Board asked that refunding reserves be included on the next agenda. **Moved/Seconded: Ms. Price/Ms. Helsley; approved 5-0.**
7. **REGULAR CALENDAR**
  - A. Report of the Finance & Administration Committee: receivables update and financial position review: Ms. Burnam reviewed the financial position of the RCD since the last Board meeting. She noted that we are caught up with invoicing grantors and now will focus on collections. She discussed the need for an analysis of the RCD accounting system and has seen estimates from two companies that can help us. The staff is also testing a tracking spreadsheet to involve the project managers in monitoring invoicing and collections. Mr. Brody mentioned that the Finance & Administration Committee will continue to meet every two weeks.
  - B. Consideration and possible approval of letter to CalTrans regarding signage on Topanga Canyon Blvd.: Tabled until the updated letter is ready from TASC/Topanga Chamber of Commerce.
  - C. Consideration and possible approval of Memorandum of Understanding with the Los Angeles County Department of Beaches & Harbors for Topanga Lagoon Restoration: Mr. Stevens noted that there is no money involved in this agreement but it allows the RCD to use grant funding on Los Angeles County Department of Beaches & Harbors property. **Moved/Seconded: Ms. Burnam/Ms. Price; approved 5-0.**
8. **INFORMATIONAL REPORTS:**
  - A. Staff Reports for March 2023:
    - 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. Helsley reported that the Envirothon was held last weekend at Wind Wolves Campground. Palisades High School won the state competition and will move on to the national competition in New Brunswick.
- Mr. Rosentsweig asked if Directors can join the adult education program Wild City. Staff responded that Director participation was welcomed.

10. CLOSED SESSION: Lease contract negotiations (Government Code Section 54956.8)—discuss lease options with Clark Stevens, Executive Officer; Personnel (Government Code Section 54957)—Executive Officer performance evaluation: the session began at 7:21 p.m. and ended at 8:04 p.m. There were no lease discussions. The Board finalized their evaluation of the Executive Officer in preparation for next month's evaluation meeting.

11. ADJOURNMENT: The meeting was adjourned at 8:06 p.m. **Moved/Seconded: Ms. Burnam/Ms. Helsley; approved 5-0.**

Submitted by:   
John Hendra, Finance & Operations Officer

Date: 5/22/2023

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

Date: 5/22/2023