

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-NINTH MEETING

Monday May 22, 2023—6:00 P.M.

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

MINUTES

1. **CALL TO ORDER:** the meeting was called to order by President R.C. Brody at 6:10 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley (arrived at 6:30 p.m.), Laurie Price and Steve Rosentsweig in attendance. Also in attendance were Executive Officer Clark Stevens and Finance & Operations Officer John Hendra. Joining on videoconference was Associate Director Deborah Klein Lopez.
2. **INTRODUCTION OF GUESTS:** Brooks Engelhardt, NRCS District Conservationist; Jamie Quarfeld, NRCS Soil Conservationist; Glenn Bailey, past RCD Director.
3. **PUBLIC COMMENTS:**
 - Mr. Bailey reported that the Sepulveda Basin Wildlife Area Steering Committee will meet in person Tuesday night.
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** Mr. Engelhardt reported that the emergency EQIP program was released two weeks ago for farm and forest land. His office is still very busy with flood damage site visits, working on three Damage Survey Reports for the Emergency Watershed Protection Program, and USDA Rural Development has “Disaster Home Repair” grants available. Ms. Quarfeld reported that she is working to line up a partnership with the RCD to figure out what services we can offer to our new district territory, especially urban agriculture. There is a chance that she may request sites to visit in July to showcase our work.
5. **MINUTES:** Approval of minutes for meeting of April 24, 2023: after reviewing the minutes, the Board voted to approve them as presented. **Moved/Seconded: Ms. Burnam/Mr. Rosentsweig; approved 4-0 with Ms. Helsley absent.**
6. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for April 2023 and review of financial reports through May 14, 2023: the Board reviewed the Claims report and financial reports and voted to approve them. They also directed staff to come

to the June meeting with recommendations on how much we can move into reserves to meet RCD policy. The Board also asked staff to circulate the RCD Reserve Policy for review. **Moved/Seconded: Mr. Rosentsweig/Ms. Burnam; approved 5-0.**

7. REGULAR CALENDAR

- A. Report of the Finance & Administration Committee on financial position of the RCD and consideration of proposal to add funds to reserves: Mr. Brody and Ms. Burnam reported that the financial position of the RCD has improved considerably. Invoicing is caught up on all grants and the accounts receivable balance is coming down. Mr. Stevens discussed operational changes that will allow staff to stay on top of invoicing and collections. After discussion of cash balances, the Board decided to table moving funds to reserves until next meeting.
- B. Review and approval of lease agreement for RCD office space at 4505 Las Virgenes Road in Calabasas: the Board discussed the lease and the advantages of the new office space. Mr. Stevens and Ms. Burnam described the negotiating process with the new landlord and reviewed the rent and the exterior amenity space. Rent will be less expensive than our current rent for the next 8 or more years. The Board voted to approve the lease and have Mr. Stevens sign when it is finalized. **Moved/Seconded: Mr. Rosentsweig/Ms. Helsley; approved 5-0.**

8. INFORMATIONAL REPORTS:

- A. Staff Reports for April 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 met with the RCD Watershed Steward Nate Kamm on his journey to monitor creeks from Ventura to Topanga Creek. She also went to the watershed meeting at the Las Virgenes Municipal Water District where Mr. Stevens and Rosi Dagit, Sr. Conservation Biologist, gave presentations.
- Ms. Burnam is going on a Liberty Hill Environmental Justice bus tour in June.
- Mr. Brody may not be at the next Board meeting so Ms. Helsley, Ms. Price or Mr. Rosentsweig will step in on the Finance & Administration Committee to review the budget.

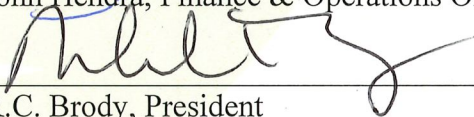
10. CLOSED SESSION: Lease contract negotiations (Government Code Section 54956.8)—discuss lease options with Clark Stevens, Executive Officer; Personnel

(Government Code Section 54957)—Executive Officer performance evaluation: the session began at 7:28 p.m. and ended at 8:53 p.m. The Board did not discuss the lease contract since it had already been approved. In open session, the Board announced that they have completed their evaluation of the Executive Officer.

11. ADJOURNMENT: The meeting was adjourned at 8:55 p.m. **Moved/Seconded: Mr. Rosentsweig/Ms. Price; approved 5-0.**

Submitted by: 
John Hendra, Finance & Operations Officer

Date: 7/24/23

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

Date: 7/24/23