

**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 FORTY-SECOND MEETING

**Monday August 28, 2023—6:00 P.M.**

Location: RCD District Office, 4505 Las Virgenes Road, Suite 215, Calabasas

## MINUTES

1. **CALL TO ORDER:** the meeting was called to order by President R.C Brody at 6:04 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley, Laurie Price and Steve Rosentsweig in attendance. Also in attendance were Associate Directors Deborah Klein Lopez and Dennis Washburn, Executive Officer Clark Stevens, Deputy Executive Officer Daniel Cooper and Finance Officer John Hendra.
2. **INTRODUCTION OF GUESTS:** Glenn Bailey, past RCD Director. Brooks Engelhardt, NRCS District Conservationist, and Jamie Quarfeld, NRCS Soil Conservationist, also attended.
3. **PUBLIC COMMENTS:** there was no public comment.
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:**  
Mr. Engelhardt reported on the following:
  - Emergency Watershed Protection Program: we are further along in the process for the three EWP projects in Ventura County (response from the winter 2023 storms), three locations, Coyote Creek, Ventura River and Santa Paula Creek. We are in the biological review phase. The NRCS Area Biologist covering our area is working with US Fish and Wildlife and NOAA on the endangered species in the area.
  - Yellow legged frog: I received a notice today that US Fish and Wildlife is providing ESA protections for yellow-legged frog (email attached).
  - Environmental Quality Incentives Program: We picked up 5 more EQIP applications to fund. [Fiscal year: the NRCS fiscal year runs October 1 – September 30.]

Ms. Quarfeld greeted the board and mentioned her work with urban ag partners.

5. **MINUTES:** Approval of minutes for meeting of July 24, 2023: the Board reviewed the minutes and voted to approve them as presented. **Mr. Rosentsweig/Ms. Helsley; approved 5-0.**
6. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for July 2023 and review of financial reports through July 31, 2023: the Board reviewed the Claims report and the Financial reports and voted to approve them. The Board asked that Reserve Fund replenishment be agendized next month. **Ms. Burnam/Ms. Price; approved 5-0.**
7. **REGULAR CALENDAR**
  - A. Discussion and vote to replenish Reserve Funds: in discussing cash flow, Mr. Hendra reported on two large invoices of over \$200,000 that are awaiting payment, including WCB. Ms. Klein-Lopez suggested calling a State rep to advocate for payment. Ms. Burnam asked about 2021 invoices, and old invoices in general. Mr. Hendra and Mr. Stevens mentioned that with the new accounting hire and re-structuring this should help. Regarding replenishing the reserve fund, Mr. Hendra felt we currently need the cash (payroll, etc.). Board accepted this recommendation and will revisit it next month. Mr. Brody requested staff to lead the next meeting with a report on aging invoices.
  - B. Discussion of including staff evaluations in future evaluation of Executive Officer: Board suggested staff set up two surveys, one on how the move went, and then another a staff review of the Executive Officer (EO) for his annual evaluation. For the “move survey”, questions would be coordinated by Ms. Burnam, who would direct staff to initiate a computer-based staff survey. The 360 review of the EO would be conducted *after* the move survey, and questions would be suggested by senior staff to Mr. Rosentsweig, for preparation of a separate (EO) survey, ideally in January.
8. **INFORMATIONAL REPORTS:**
  - A. Staff Reports for June 2023:
    - i. Clark Stevens, Executive Officer/Principal Architect
    - ii. Dan Cooper, Deputy Executive Officer/Principal Conservation Biologist
    - iii. John Hendra, Finance Officer
    - iv. Rosi Dagit, Principal Conservation Biologist
    - v. Marilyn Brody French, Education & Engagement Supervisor

[link to new Sepulveda Basin Wildfire Resilience report:  
<https://drive.google.com/file/d/1uSgeZxeSti39USA13y6GJowzwwkNWNkaq/view?usp=sharing>]
9. **DIRECTORS’ COMMENTS/ANNOUNCEMENTS**

- **Ms. Burnam** reported on an excellent TreePeople event, coordinated by “California Volunteers”, whom we should work with.
- **Mr. Brody** recommended snacks at the next meeting.

10. **ADJOURNMENT:** The meeting was adjourned at 7:56 p.m. **Moved/Seconded: Mr. Rosentsweig/Ms. Price; approved 5-0.**

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Dan Cooper, Deputy Executive Officer

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