

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-THIRD MEETING

Monday October 23, 2023—6:00 P.M.

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

DRAFT MINUTES

1. **CALL TO ORDER:** the meeting was called to order by President R.C. Brody at 6:09 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley, Laurie Price and Steve Rosentsweig in attendance. Also in attendance ~~was were~~ Associate Director Dennis Washburn, Executive Officer Clark Stevens, and Deputy Executive Officer Daniel Cooper.
2. **INTRODUCTION OF GUESTS:** Jamie Quarfeld, NRCS Soil Conservationist, ~~also attended.~~
3. **PUBLIC COMMENTS:**
Mr. Washburn indicated that he would like to include a discussion of the “X Prize” in a future agenda.
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** Ms. Quarfeld greeted the board and mentioned a Nov. 3 deadline for two NRCS grants (EQIP, CIG), and a Feb. 16 deadline for NRCS climate smart grants focusing on agricultural practices.
5. **MINUTES:** Approval of minutes for meeting of August 28, 2023: the Board reviewed the minutes and voted to approve them as presented. **Ms. Price/Mr. Rosentsweig; approved 5-0.**
6. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for August and September 2023 and review of financial reports through September 30, 2023: the Board reviewed the Claims report and the Financial reports and voted to approve them. **Ms. Burnam/Ms. Price; approved 5-0.**
7. **REGULAR CALENDAR**
 - A. Discussion of progress on replenishing Reserve Funds: Due to move expenses and outstanding receivables, no progress was reported. *The Board asked that Reserve*

Fund replenishment be agendized as a standing item until the goal of 30% operating funds is reached.

- B. Report on accounts receivable aging: In discussing cash flow, Mr. Stevens reported that staff had had some success calling about outstanding invoices, but that the bulk of the amounts owed were from state agencies that are taking many months to pay. He reported on a recent call with State Representative Irwin’s office in an effort to get paid on the CalFire grant, and displayed a new shared spreadsheet file Mr. Hendra had recently created to better track invoices across departments. Ms. Burnham expressed disappointment that the tracking spreadsheet had not been fully populated. In response, both Mr. Stevens and Dr. Cooper indicated that the new Accounting Specialist staff (who started since the August board meeting) should help with accounts receivables, and in particular, with populating the aging invoice tracking spreadsheet created several weeks ago. Mr. Stevens also indicated that future grants must have a higher overhead rate to keep up with our recent expansion of staff and budget, and a higher “reserve percentage” going forward to account for increased reserve as revenue increases. *Mr. Brody requested a report on aging invoices as a standing item on future agendas.*
- C. Discussion of move survey and staff evaluations in future evaluation of Executive Officer: Ms. Burnham reported that five of 12 move surveys had been received as of today; Dr. Cooper agreed to remind staff to turn them in. Mr. Rosentsweig circulated copies of a staff evaluation (paper survey) of the Executive Officer (EO) to be used as part of the annual evaluation of that position. Dr. Cooper agreed to circulate this to staff this week, and to provide instructions to return them directly to Mr. Rosentsweig.
- D. Discussion of executive restructuring, revised organization chart: Mr. Stevens and Dr. Cooper led this discussion, first displaying the 3-column breakdown of tasks to be shared by Stevens, Cooper and John Hendra, Finance Officer. Ms. Burnham suggested that a fourth column with tasks to be done by a future HR/office manager would be useful. Several directors agreed, and added that this staff breakdown would be a good topic for future Strategic Planning meetings. *Mr. Stevens agreed to lead reaching out to staff and Board to form (re-form) a Strategic Planning Committee.* Mr. Stevens then walked the Board through the organizational chart (updated August 2023) and current staff names in each position. Mr. Brody was favorably impressed with the amount of work put into the executive task breakdown and organizational chart.

