

BOARD OF DIRECTORS

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Director

Laurie Price
Director

EXECUTIVE OFFICER
Clark Stevens

REGULAR BOARD MEETING

EIGHT-HUNDRED FORTY-SIXTH MEETING

Monday February 26, 2024—6:00 P.M.

DRAFT MINUTES

1. **CALL TO ORDER:** the meeting was called to order by President R.C. Brody at 6:02 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley, and Steve Rosentsweig in attendance. Also in attendance was Associate Director Dennis Washburn; Executive Officer Clark Stevens, Deputy Executive Officer Daniel Cooper and Office Manager Lisa Rand were also present.
2. **INTRODUCTION OF GUESTS:** Glenn Bailey, past RCD Director, joined virtually, as did Brooks Engelhardt, NRCS District Conservationist, and Jamie Quarfeld, NRCS Soil Conservationist, for their respective agencies. We were also joined by Cindy Solovei (virtually) and Rich Wilson of Agility, a financial consulting firm.
3. **PUBLIC COMMENTS:** Glenn Bailey reminded the Board that Chatsworth Nature Preserve has re-scheduled their open house (due to rain) for April 27, 10 AM -2 PM. He also noted that AB 817 will potentially affect virtual attendance at public meetings.
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** Mr. Engelhardt and Ms. Quarfeld greeted the Board and Ms. Quarfeld mentioned deadlines for a NRCS grants (EQIP 3/1, TSP 3/22).
5. **MINUTES:** Approval of minutes for meeting of January 22, 2024. The Board reviewed the minutes and voted to approve them as presented. **Ms. Burnam/Ms. Helsley; approved 4-0.**
6. **MONTHLY CLAIMS AND FINANCIALS:** A motion was made to review the February financial packet provided by Agility. **Mr. Rosentsweig/Ms. Burnam.** Cindy Solovei and Rich Wilson (Agility) presented several updated financial documents, and discussed their progress. Ms. Burnam asked Agility for what they recommend the Board review each month. Ms. Solovei responded that there was no need for this type of Board to review claims each month (and recommended changing this agenda item to something like “Financial Reporting”). Ms. Solovei felt it would be more helpful for the Board to

review a summary of budgeted vs. actual expenses each month. Agility is still finding older invoices (i.e., from 2023) that need to be addressed individually, which is slowing down the process somewhat (but emphasized that it *will* get done, and is progressing well). Agility also recommended converting to an electronic checking system (ACH), as well as updating standard check-signing and oversight (e.g., a minimum expenditure limit for board approval, such as \$5,000). In general, Agility felt that many issues will be resolved by a conversion to online systems. Ms. Burnam requested that we update names in accounting where possible (e.g., “TreePeople Land Trust”, rather than “Mountains Restoration Trust”). She also observed that the >90 day invoice aging list is much-reduced, and that based on the cash flow forecast, we are in far better shape than in prior months. Mr. Brody agreed, while noting that we should still aim to get money back in reserve, which Mr. Stevens agreed was still the goal. The report was “received and filed” (**Mr. Brody/Ms. Helsley**).

7. REGULAR CALENDAR

(Item 7A, aging report on invoices was tabled as this had been previously discussed in Item 6.)

- A. Approval of work plan and updated Topanga Lagoon budget related to ~\$10M allocation from state budget. Mr. Stevens explained how the internal budget for this contract was re-structured and improved per recent changes/updates, and Mr. Brody confirmed that Agility staff concurred. **Ms. Burnam/Mr. Rosentsweig; approved 4-0.**
- B. Reassignment of Board members. The Board agreed to assign Deborah Klein-Lopez to the Personnel subcommittee, and that Beth Burnam would replace Nancy Helsley on the Finance subcommittee.

8. INFORMATIONAL REPORTS:

- A. Staff Reports for Nov. and Dec. 2023:
 - i. Clark Stevens, Executive Officer/Principal Architect
 - ii. Dan Cooper, Deputy Executive Officer/Principal Conservation Biologist
 - iii. Rosi Dagit, Principal Conservation Biologist
 - iv. Marilyn Brody French, Education & Engagement Director
 - v. Shelly Backlar, Community Resilience Coordinator

9. DIRECTORS’ COMMENTS/ANNOUNCEMENTS

- Ms. Burnam reiterated her request that a summary sheet be included with future monthly staff reports showing amounts of General Fund time vs. billed time (for all department heads). This was also requested during the January meeting (845), but was not executed.

- Mr. Washburn reiterated Mr. Stevens’ observation that the recent (2/24/24) meeting on CEQA issues at Topanga Lagoon was very well-attended, professional, and positive. He congratulated RCDSMM staff for their effort on the project, noted the high public visibility, and felt these meetings contribute positively to that.

10. **CLOSED SESSION:** The meeting was moved to a Closed Session at 8:30 p.m., when Board met for approximately 40 min. (adjourned 9:17 p.m.). Mr. Stevens was present for a portion of this discussion.

11. **ADJOURNMENT:** The meeting was adjourned at 9:17 p.m.

Submitted by: _____ Date: _____
Dan Cooper, Deputy Executive Officer

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