



BOARD OF DIRECTORS

R.C. Brody  
President

Steve Rosentsweig  
Vice President

Nancy Helsley  
Treasurer

Beth Burnam  
Director

Mary Ellen Strote  
Director

EXECUTIVE OFFICER  
Clark Stevens

**REGULAR BOARD MEETING**

SEVEN HUNDRED FIFTY-THIRD MEETING

**Monday March 23, 2015—6:00 P.M.**  
**Resource Conservation District Office**  
**540 S. Topanga Canyon Blvd, Topanga, CA 90290**

**MINUTES**

1. **CALL TO ORDER:** the meeting was called to order by President R.C. Brody at 6:06 p.m. A quorum was established with Directors Nancy Helsley, Steve Rosentsweig and Mary Ellen Strote in attendance. Director Beth Burnam was absent. Also in attendance were Associate Director Dennis Washburn, and RCD Executive Officer Clark Stevens and Operations Manager John Hendra.
2. **INTRODUCTION OF GUESTS:** NRCS District Conservationist Dawn Afman
3. **PUBLIC COMMENTS:** there were no public comments
4. **CONSENT CALENDAR: Moved/Seconded: Mr. Brody/Ms. Helsley; approved 4-0**
  - **MINUTES:** Approval of minutes for meeting of February 23, 2015
  - **MONTHLY CLAIMS AND FINANCIALS:** Approval of financial reports and claims for February 2015
5. **REGULAR CALENDAR**
  - A. **Update on Living Lightly Guide project-Melina Watts, Santa Monica Mountains Watersheds Coordinator:** Ms. Watts sent a report through Mr. Hendra that the website is scheduled to be completed by next month's Board meeting. Most of the local cities and other agencies have contributed funding and time to the process. The content is completed and has been sent to the web designers. Ms. Watts will give a full report on the Guide at next month's Board meeting.
  - B. **Resolution #2015-03-01: a resolution of the Board of Directors establishing an Operating Reserve Fund to set aside monies to buffer the District against financial fluctuations and emergencies:** the Board discussed the RCD's current financial situation and how much we would need to set aside to cover monthly and annual expenses in the event of an economic downturn. The Board decided \$150,000 was an appropriate amount of funding to keep the RCD afloat for two years if needed, given the annual property tax allotment. **Moved/Seconded: Mr. Brody/Ms. Strote; approved 4-0**



C. Resolution #2015-03-02: a resolution of the Board of Directors establishing a Capital Planning Fund to set aside monies for the purchase of property or other capital assets to promote the District's mission: the Board discussed future needs of the RCD and whether we should be working on a strategic plan prior to deciding on the level of funding. There was also discussion regarding uses of the funds in this capital account and safeguards on withdrawal.

**Moved/Seconded: Mr. Brody/Mr. Rosentsweig; approved 4-0.** The Board discussed an appropriate level of funding to start the Capital Planning Fund. Mr. Brody suggested designating \$50,000 as initial funding for this account. The Board voted to fund the Capital Planning Fund at \$50,000. **Moved/Seconded: Mr. Brody/Ms. Helsley; approved 4-0**

6. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** Mr. Stevens asked Ms. Afman about possible oak woodland establishment in Bell Canyon. She has had difficulty with getting and keeping healthy oaks, but will discuss the project with Mr. Stevens.

7. **INFORMATIONAL REPORTS:**

A. Staff Reports for February:

- i. Clark Stevens, Executive Officer
- ii. John Hendra, Operations Manager
- iii. Stephen Vodantis, Education Supervisor
- iv. Rosi Dagit, Senior Conservation Biologist

B. Finance & Administration Committee: see items 5B & 5C above

C. Sepulveda Basin Wildlife Area Steering Committee: the Board noted the minutes of the last meeting and agenda for the upcoming meeting.

8. **DIRECTORS' COMMENTS/ANNOUNCEMENTS**

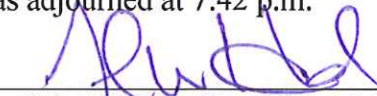
- Ms. Helsley asked about pulling the weeds out front and replanting. Mr. Stevens said that the District has money from the County and he will design structures and plantings to minimize sun exposure and road noise, collect water, and demonstrate other environmental best management practices.
- Ms. Helsley reported that the Envirothon will be held at Stunt Ranch on Saturday April 25.
- Mr. Washburn reported that the National Park Service and the NPS Foundation are working to make the Cheseboro Canyon trail an ADA all-access trail. There could be a role for the RCD in the design and construction.

9. **CORRESPONDENCE:** the Board noted the correspondence but took no action.

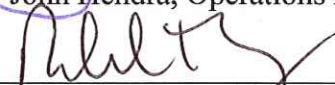


- CA Special Districts Association (CSDA) Board of Directors Call for Nominations, Seat A
- Jo MacKenzie, Past President, CSDA (via email): request for nomination to CSDA Board of Directors, Seat A.

10. **ADJOURNMENT: Moved/Seconded: Mr. Brody/Ms. Strote; approved 4-0.** The meeting was adjourned at 7:42 p.m.

Submitted by:   
John Hendra, Operations Manager

Date: 8/18/15

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

Date: 8/24/15

