



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-NINTH MEETING

Monday September 28, 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 6:03 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley, Steve Rosentsweig and Mary Ellen Strote in attendance. Also in attendance were Executive Officer Clark Stevens and Operations Manager John Hendra.
2. **INTRODUCTION OF GUESTS:** there were no guests.
3. **PUBLIC COMMENTS:** there were no public comments.
4. **MINUTES:** Approval of minutes for meeting of August 24, 2015: **Moved/Seconded: Ms. Strote/Ms. Burnam; approved 5-0.**
5. **MONTHLY CLAIMS AND FINANCIALS:** Approval of financial reports and claims for August 2015: **Moved/Seconded: Mr. Rosentsweig/Ms. Helsley; approved 5-0.**
6. **REGULAR CALENDAR**
 - A. **RCD policies:** Mr. Hendra discussed the state of RCD policies and the difficulty of finding/reviewing policies from previous decades due to lack of computerization. The Board discussed the CARCD Standards Tier 1 requirements and directed staff to begin creating or finding the necessary policies. In addition to the Tier 1 policies, the Board also directed the creation of policies for email, document retention, personal use of autos, mileage reimbursement and travel reimbursement.
 - B. **Five Year Strategic Plan: create and approve process and timeline for completing 2015-2020 strategic plan:** the Board reviewed the Tier 2 standards to discuss which are priorities and how to move forward on them. Also discussed were ideas for RCD education and outreach, as well as potential steps for completing a strategic plan. This topic will be continued at future meetings.

7. USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:
no report.

8. INFORMATIONAL REPORTS:

A. Staff Reports for August:

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


B. Sepulveda Basin Wildlife Area Steering Committee: no report.

9. DIRECTORS' COMMENTS/ANNOUNCEMENTS


- Ms. Burnam attended the Tree People Harvest Moon Festival.
- Ms. Strote got an article about the Topanga Turtles in the Acorn and Thousand Oaks Acorn, and Rosi Dagit got the story in the Topanga Messenger and on KPCC.

10. CORRESPONDENCE: there was no correspondence.

11. ADJOURNMENT: Moved/Seconded: Mr. Rosentsweig/Ms. Burnam; approved 5-0.
The meeting was adjourned at 8:05 p.m.

Submitted by: 
John Hendra, Operations Manager

Date: 1/25/16

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

Date: 1/25/16