



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 SEVENTY-SECOND MEETING

Monday February 27, 2017—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 6:01 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley and Steve Rosentsweig in attendance. Mary Ellen Strote was not in attendance and submitted her resignation from the Board. Also in attendance were Executive Officer Clark Stevens and Operations Manager John Hendra.
2. **INTRODUCTION OF GUESTS:** Nikki Hexum, Topanga resident; Curtis Hein, Topanga resident; Elizabeth Keith, NRCS Soil Scientist; Dawn Afman, NRCS District Conservationist. Each attendee introduced themselves.
3. **PUBLIC COMMENTS:**
 - Mr. Hendra passed around flyers for the RCD’s oak watering and pest trapping volunteer programs.
4. **MINUTES:** Approval of minutes for meeting of January 23, 2017.
Moved/Seconded: Mr. Rosentsweig/Ms. Burnam; approved 4-0.
5. **MONTHLY CLAIMS AND FINANCIALS:** Approval of claims for January 2017 and review of financial reports through January 31, 2017. **Moved/Seconded: Ms. Burnam/Mr. Rosentsweig; approved 4-0.**
6. **REGULAR CALENDAR**
 - A. **Review and Acceptance of 2015-16 audited financial statements:** the Finance and Administration Committee reported that they reviewed the financial statements and recommend acceptance by the Board. The Board discussed the auditor’s findings and voted to accept the statements. **Moved/Seconded: Mr. Rosentsweig/Ms. Helsley; approved 4-0.**
 - B. **Review of funds transfer procedure:** Mr. Hendra reviewed the process and requested Board input. The Board was comfortable with the procedure as written.



- C. Consideration and approval of purchase of 3 office computers: the Board discussed options for computers, then approved the purchase.
Moved/Seconded: Ms. Burnam/Mr. Rosentsweig; approved 4-0.
- D. Review and approval of RCD Reserve Policy: the Board discussed what level of reserves would be prudent and settled on 35%. Ms. Helsley requested that this policy and the next should be approved by resolution in order to ensure its recordation in the resolution list, so the policy was tabled to next meeting.
- E. Review and approval of RCD Public Records Request Policy: Mr. Rosentsweig asked questions to clarify some of the provisions, otherwise policy approval was tabled to the next meeting.

7. USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:

Ms. Afman reported that Marty Melvin is no longer with the Ventura County RCD. Another VCRCO employee got a grant to assist horse owners with environmental projects. Ms. Afman noted that this means some NRCS money can be used for horse mitigation and urged the RCD to look for these type projects. Manuel Hinojosa, NRCS Soil Conservation Technician, got a promotion and has moved to Bakersfield. NRCS is still under a hiring freeze so no staff will be added.

8. INFORMATIONAL REPORTS:

A. Staff Reports for January:

- i. Clark Stevens, Executive Officer: Mr. Stevens reported that the Highway 101 Liberty Canyon undercrossing is about 30% complete. They toured the site with the Wildlife Conservation Board Grant Manager last week, who had favorable comments.
- ii. John Hendra, Operations Manager: Mr. Hendra urged Directors to complete their Form 700s before the deadline.
- iii. Stephen Vodantis, Education Supervisor
- iv. Rosi Dagit, Senior Conservation Biologist

9. DIRECTORS' COMMENTS/ANNOUNCEMENTS

- Ms Helsley reported that Ms Strote sends a fond farewell to everyone on the board as she is dealing with some critical issues and a move to another state, and felt it was time to resign as a Director. Ms Helsley stated the CA Envirothon state event will be held May 20 at UCLA Stunt Ranch Reserve.

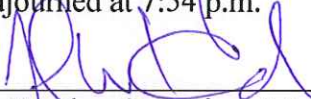
10. CORRESPONDENCE:

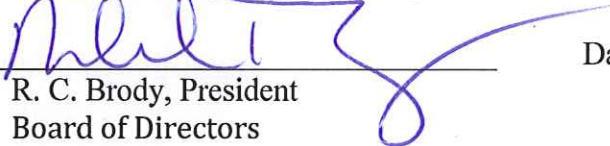
- California Special Districts Association Elections and Bylaws Committee: CSDA Board of Directors Call for Nominations-Seat C



- Special District Risk Management Authority Board of Directors: Notice of Nominations—2017 Election

11. ADJOURNMENT: Moved/Seconded: Mr. Brody/Mr. Rosentsweig; approved 4-0.
The meeting was adjourned at 7:54 p.m.

Submitted by:  Date: 4/24/17
John Hendra, Operations Manager

Approved by:  Date: 4/24/17
R. C. Brody, President
Board of Directors

