



BOARD OF DIRECTORS

R.C. Brody
President

Steve Rosentsweig
Vice President

Nancy Helsley
Treasurer

Beth Burnam
Director

Deborah Klein Lopez
Director

EXECUTIVE OFFICER
Clark Stevens

REGULAR BOARD MEETING

SEVEN HUNDRED EIGHTY-SEVENTH MEETING

Monday June 18, 2018—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 Deborah Klein Lopez and Steve Rosentsweig in attendance. Director Nancy Helsley arrived at 6:14 p.m. Director Beth Burnam was absent. Also in attendance were Associate Director Dennis Washburn, 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. **MINUTES:** Approval of minutes for meeting of May 21, 2018: the minutes were approved without change. **Moved/Seconded: Ms. Lopez/Mr. Brody; approved 3-0 with Mr. Rosentsweig abstaining.**
5. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for May 2018 and review of financial reports through May 31, 2018: the Board reviewed the reports and discussed account balances as the year end approaches, then approved the reports. **Moved/Seconded: Mr. Rosentsweig/Ms. Lopez; approved 4-0.**
6. **REGULAR CALENDAR**
 - A. Approval of 2018-19 annual plan: Directors discussed the annual report and directed staff to prioritize the tasks that can be done in the next fiscal year. They also directed staff to put the annual plan on the agenda quarterly for review. Approval of the plan was tabled until the next Board meeting.
 - B. Approval of fiscal year 2018-19 general fund budget: Directors inquired about changes from last year's budget and individual line items, then approved the budget without change. **Moved/Seconded: Mr. Rosentsweig/Ms. Helsley; approved 4-0.**
 - C. Associate Director status review and action: the Board discussed the Associate Director policy and directed staff to draft a letter for the President's signature that



suspends any Associate Directors (AD) who aren't in compliance with the policy. The letter should also give AD's 30 days to come into compliance and remind them that AD's cannot represent the RCD if suspended.

- D. Review of NRCS memorandum of understanding (MOU) regarding civil rights: Ms. Afman reviewed the MOU signed by the RCD in the 1990s and reminded the Board that by signing the MOU the District has agreed to abide by Title VI and Title VII of Federal code. She discussed the protected classes included in the codes. The Board asked Ms. Afman to start the process to update the MOU since it is over 20 years old.

7. USDA/NATURAL RESOURCES CONSERVATION SERVICE

REPORT: See item 6D.

8. INFORMATIONAL REPORTS:

A. Staff Reports for May:

- i. Clark Stevens, Executive Officer: Mr. Stevens reviewed his report, which was unable to be printed due to copier breakdown. His report is attached as part of the minutes.
- ii. John Hendra, Operations Manager
- iii. Rosi Dagit, Senior Conservation Biologist
- iv. Kelly Kazmirchuk, Education Supervisor

9. DIRECTORS' COMMENTS/ANNOUNCEMENTS

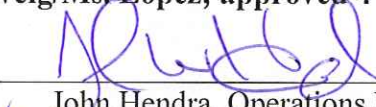
- Mr. Rosentsweig attended the Hal Helsley Celebration of Life and said it was very well attended and a nice tribute. Others agreed and congratulated Ms. Helsley on a great event.
- Mr. Washburn commented that the RCD should explore Measure R as a source of funding for the wildlife crossing and other projects.

10. **CLOSED SESSION:** Personnel (Government Code Section 54957)—Executive Officer annual performance evaluation: the Board closed the regular session of the meeting and opened the Closed Session at 7:35 p.m.

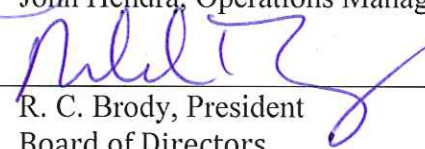
11. **RESUME OPEN SESSION AND REPORT ON CLOSED SESSION:** the Board closed the Closed Session and reopened the Open Session of the meeting at 9:15 p.m. The Board reported that they conducted the annual performance evaluation of the Executive Officer, which will be concluded at the next Board meeting.



12. ADJOURNMENT: The meeting was adjourned at 9:16 p.m. **Moved/Seconded: Mr. Rosentsweig/Ms. Lopez; approved 4-0.**

Submitted by: 
John Hendra, Operations Manager

Date: 7/25/18

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

Date: 9/18/18

