

**BOARD OF DIRECTORS**

Richard C. Brody  
President

Laurie Price  
Vice President

Nancy Helsley  
Treasurer

Beth Burnam  
Director

Riki Clark  
Director

**District Manager**  
Tracy Lovric

## REGULAR BOARD MEETING

### EIGHT-HUNDRED SIXTY-FIRST MEETING

**Monday May 19, 2025-6:00 P.M.**

Location: RCD District Office, 4505 Las Virgenes Road, Suite 215, Calabasas

## Minutes

- 1. CALL TO ORDER:** This meeting was called to order by President R.C. Brody at 6:01 PM. A quorum was established with Directors Richard Brody, Riki Clark and Laurie Price with Director Nancy Helsey arriving in person at 6:16 PM. Director Beth Burnam joined virtually. Also in attendance were Associate Director Dennis Washburn, District Manager Tracy Lovric, Administrative Operations Manager Lisa Rand and Controller Art Renzi. Principal Conservation Biologist Dan Cooper joined via Zoom.
- 2. INTRODUCTION OF GUESTS:** Brooks Engelhardt (NRCS) and Principal Conservation Biologist Dan Cooper joined virtually.
- 3. PUBLIC COMMENTS:** None
- 4. USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** Mr. Engelhardt presented a summary of current programs being offered in the district including conservations stewardships program and water quality conservation plans. Mr. Engelhardt noted most of his current time is being directed at environmental analysis
- 5. MINUTES:** Approval of minutes from meeting on April 25, 2025. The Board reviewed the minutes and voted to approve them as presented. President R.C. Brody motioned to approve. Ms. Price/Ms. Clark approved 3-0 (Mrs. Helsey not present for vote)
- 6. FINANCIAL REPORTING:** Controller A. Renzi gave a presentation of the previous month's financials and noted that \$75K would be replenished to reserves pending receipt of April tax payments. A finance committee meeting was held on Monday May 12 to review the preliminary budget and salary steps. President R.C Brody requested to have balance sheets added to the board packets after audits are caught up as well as list of the districts reserve accounts. Controller A. Renzi also noted that he is in the process of setting up an in-house check scanner to remove the need to go into a bank to make deposits.

**7. REGULAR CALENDAR.**

- A. Approval of Memorandum of Understanding to enter into an agreement with the Special District Risk Management Authority for the purpose of enrolling in the PRISM Employee Small Group Program. Ms. Clark/Ms. Helsey approved 4-0
- B. Discussion on the districts Associate Director applications and processes. President R.C. Brody made the board aware that there is interest from a community member who resides outside of the district's boundaries, Esther Feldman, to serve as an Associate Director on the Board. The district's Board of Directors Manual has been updated but has not yet been adopted with unclear guidance on the process of appointing Associate Directors. The discussion resulted in an agreement to accept an application for Mrs. Feldman and to have a vote at the next regular board meeting. Board Secretary Mrs. Rand requested that the board personnel committee review the updated Board of Director's Manual so it can be added to a future regular agenda for adoption.

**8. INFORMATIONAL REPORTS:** Staff Reports for April 2025 were presented in a board packet.

**9. DISTRICT MANAGER'S COMMENTS/ANNOUNCEMENTS:** District Manager Tracy Lovric gave a verbal report on current grants in development and recent meetings attended. Principal Conservation Biologist Dan Cooper gave a presentation on various programs that he heads including the district's "Fee for Service" services and raptor survey that is done in partnership with Friends of Griffith Park.

**10. DIRECTORS' COMMENTS/ANNOUNCEMENTS:** None

**11. ADJOURNMENT:** This meeting was adjourned at 7:11 PM Ms. Price/Ms. Helsey approved 4-0

**12. CLOSED SESSION:** District Manager upcoming review; Open 7:19 PM/Closed 8:01 PM

Submitted By: \_\_\_\_\_  
Lisa Rand, Administrative Operations Manager

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
R.C. Brody, president, Board of Directors

Date: \_\_\_\_\_