

BOARD OF DIRECTORS

Richard C. Brody
President

Steven Rosentsweig
Vice President

Nancy Helsley
Treasurer

Beth Burnam
Director

Laurie Price
Director

EXECUTIVE OFFICER
Clark Stevens

REGULAR BOARD MEETING

EIGHT-HUNDRED FOURTEENTH MEETING

Monday December 21, 2020—6:00 P.M.

MINUTES

1. **CALL TO ORDER:** the meeting was called to order via Zoom videoconference by President R.C. Brody at 6:07 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley, Laurie Price and Steve Rosentsweig on the videoconference. Also on the videoconference were Associate Directors Deborah Klein Lopez and Dennis Washburn, Executive Officer Clark Stevens and Finance & Operations Officer John Hendra.
2. **SWEARING IN OF REAPPOINTED DIRECTORS:** Ms. Helsley administered the oath of office to each of the reappointed Directors: Beth Burnam, Richard C. Brody and Steve Rosentsweig.
3. **INTRODUCTION OF GUESTS:** Glenn Bailey, past Director and RCD representative to the Sepulveda Basin Wildlife Area Steering Committee; Dawn Afman, Natural Resources Conservation Service District Conservationist.
4. **PUBLIC COMMENTS:** there were no public comments.
5. **MINUTES:** Approval of minutes for meeting of November 23, 2020: the Board approved the minutes as presented. **Moved/Seconded: Mr. Rosentsweig/Ms. Price; approved 4-0 with Mr. Brody abstaining.**
6. **MONTHLY CLAIMS AND FINANCIALS:** Approval of Claims for November 2020 and review of financial reports through November 30, 2020: Mr. Hendra reviewed the Claims report and financial statements, then the Board voted to approve as presented. **Moved/Seconded: Ms. Price/Ms. Burnam; approved 5-0.**
7. **REGULAR CALENDAR**
 - A. Approval of contract from Architererra Design Group for \$82,804 to assist Los Angeles Unified School District with biological information and documentation to address code violations at Topanga Elementary School: Mr. Brody explained that the school removed native habitat near campus, some of which was planted by students, and now is required to restore the site. The RCD is being contracted

to help with planning and permitting of the restoration. The Board voted to approve the contract. **Moved/Seconded: Ms. Helsley/Mr. Rosentsweig; approved 5-0.**

- B. Approval of California Department of Parks & Recreation Agreement Number C2041012 allocating \$75,000 to the RCD for Topanga Creek steelhead monitoring for three years: the Board reviewed the contract and budget, then voted to approved the contract. **Moved/Seconded: Ms. Burnam/Mr. Rosentsweig; approved 5-0.**
- C. Approval of Memorandum of Understanding with Los Angeles County to accept funds and complete work associated with Department of Homeland Security/FEMA Fire Prevention and Safety Grant EWM-2019-FP-00049 in the amount of \$345,238.09 to design and construct a demonstration fire safe, habitat appropriate garden: Mr. Stevens discussed the garden project and genesis of the funding through Los Angeles County Fire Department from FEMA. Although a draft MOU with LA County has not been finalized for Board review, Mr. Stevens requested the Board approve the concept for the MOU and acceptance of the funding because this may need to go to the Los Angeles County Board of Supervisors before the next RCD Board meeting. The Board voted to have Mr. Stevens move forward with the MOU and accept the funding. **Moved/Seconded: Ms. Price/Ms. Burnam; approved 5-0.**
- D. Approval of COVID-19 Prevention Program for the RCDSMM: Mr. Hendra discussed the new requirements from CalOSHA and reviewed the plan. It will generally not change operations for the RCD since employees are almost completely working at home. Ms. Burnam recommended the RCD keep a sign-in/out sheet at the office to document attendance and ease contact tracing if needed. The Board voted to approve the CPP. **Moved/Seconded: Ms. Helsley/Ms. Price; approved 5-0.**
- E. Review and approval of the 2019-20 RCD Financial Statements (audit): Mr. Brody and Ms. Helsley reviewed the statements and complemented the staff on the ratio of property tax to other revenues. They recommended approval of the financial statements. Mr. Hendra answered questions about the restricted versus unrestricted funds. The Board voted to approve the Financial Statements. **Moved/Seconded: Ms. Price/Mr. Rosentsweig; approved 5-0.**
- F. Update on Sepulveda Basin Wildlife Reserve post-fire recovery and potential approval of comment letter on tree removal: Mr. Stevens reported that, after meeting with LA City Parks & Rec staff and others, the trees marked for removal after the November fire will not be cut until Spring at the earliest. Mr. Bailey reported that the November meeting of the Steering Committee was attended by LA City Parks & Rec staff and the Army Corps, and they said the same thing. Thus, no comment letter is needed at this time. Mr. Stevens also reported that the

Army Corps reached out to him with a potential \$25,000 grant to review the previous master plans for Sepulveda Basin and begin the community discussion and planning process.

G. Approval of 2021 Board meeting calendar: the Board voted to approve the 2021 meeting calendar. **Moved/Seconded: Ms. Price/Ms. Helsley; approved 5-0.**

8. USDA/NATURAL RESOURCES CONSERVATION SERVICE

REPORT: Ms. Afman reported that she is still working on the Thomas and Maria Fires in Ventura County. She also discussed a new cap and trade market for water supply in the Callegas watershed. The Assistant State Conservationist is going to Washington DC to assist with the transition of the new administration and our Area Conservationist is taking the Assistant State Conservationist position temporarily.

9. INFORMATIONAL REPORTS:

A. Staff Reports for November 2020 (written):

- i. Clark Stevens, Executive Officer
- ii. John Hendra, Finance & Operations Officer
- iii. Rosi Dagit, Senior Conservation Biologist
- iv. Kelly Kazmirchuk, Education Supervisor

10. DIRECTORS' COMMENTS/ANNOUNCEMENTS

- Ms. Helsley reported that the CA Envirothon is raising funds to support scholarships for the state competition winners. The fund is in honor of Rich Campbell, who passed away recently.
- Mr. Brody congratulated Ms. Lopez on her ascension to Mayor Pro Tem for the City of Agoura Hills.
- Ms. Helsley reported that the bridge at Headwater Corners has been completed.

11. **ADJOURNMENT:** The meeting was adjourned at 8:09 p.m. **Moved/Seconded: Ms. Price/Ms. Burnam; approved 5-0.**

Submitted by: _____
John Hendra, Finance & Operations Officer

Date: _____

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

Date: _____