

BOARD OF DIRECTORS

Richard C. Brody
President

Laurie Price
Vice President

Beth Burnam
Director

Nancy Helsley
Director

Riki Clark
Director

District Manager
Tracy Lovric

REGULAR BOARD MEETING

EIGHT-HUNDRED SIXTY-FIRST MEETING

Monday October 27, 2025—6:00 P.M.

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

The meeting can also be accessed remotely via Zoom. Members of the public are able to watch/listen to the meeting and provide comment at appropriate times by selecting this link:

<https://rcdsmm-org.zoom.us/j/83062285194?pwd=UG5hVlF4Z3NBRjNHR2RyWjNBclY2UT09>.

You may also join the meeting by dialing the following phone number: (669) 900-6833 and entering the meeting ID and passcode: **Meeting ID: 830 6228 5194 Meeting Passcode: 370601**

AGENDA

Information about, and copies of, supporting materials for agenda items are available for public review at the RCDSMM office at (818) 597-8627. A fee may be charged for copies.

1. CALL TO ORDER

2. INTRODUCTION OF GUESTS

3. PUBLIC COMMENTS

This is the time set aside for those wishing to address the Board on matters which fall under the Board's jurisdiction. If the matter you address is not on the agenda, Directors may not discuss or take action on comments made here except to put the matter on the agenda, at their discretion, for a future Board meeting. If the matter you address is already on the agenda, the Board will consider your comments when making their decision. Each commenter will have a time limit of three minutes.

4. USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT: No attendance

5. MINUTES:

A. Approval of minutes for meeting on September 15, 2025

6. FINANCIAL REPORTING: Informational reports on Districts financials through September 2025

7. REGULAR CALENDAR.

A. Resolution No. 2025-10-27: Approving the application for Measure A funds from County of Los Angeles for the Topanga Lagoon Restoration Planning Project

- B. CARCD Board attendance and available funds
- C. Information Item: Staff letter in draft to be sent for board review for the public comment period ending October 30th, 2025, with recommendations for revisions for the Draft Statement of Basis for the Surficial Media Operable Unit (SMOU) Proposed Remedy Selection in the Boeing Areas of Responsibility at Santa Susana Field Laboratory Prepared by the California Department of Toxic Substances Control September 2025.

8. INFORMATIONAL REPORTS:

- A. Staff Reports for September 2025:
 - i. Tracy Lovric, District Manager
 - ii. Clark Stevens, Director of Resource Design
 - iii. Dan Cooper, Principal Conservation Biologist
 - iv. Rosi Dagit, Principal Conservation Biologist
 - v. Marilyn Brody French, Director of Education
 - vi. Shelly Backlar, Director of Community Resilience

9. CLOSED SESSION:

- A. Public employee performance evaluation (District Manager)
- B. Public employee discipline/dismissal/release

10.ADJOURNMENT

Persons with disabilities may contact the Administrative Operations Manager at 818/597-8627 at least 24 hours before the scheduled meeting to request receipt of an agenda in an alternative format or to request disability-related accommodations, including auxiliary aids or services, in order to participate in the public meeting. Later requests will be accommodated to the extent feasible.

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Minutes

1. **CALL TO ORDER:** This meeting was called to order by President R.C. Brody at 6:00 PM. A quorum was established with Directors Richard Brody, Laurie Price, Nancy Helsley and Beth Burnam. Director Riki Clark and Associate Directors Deborah Klien Lopez, Esther Feldman and Chris Doran joined Virtually. District Manager Tracy Lovric, Administrative Operations Manager Lisa Rand and Controller Art Renzi were present in person. Virtual attendance included staff members Marilyn Brody French and Alyssa Morgan
2. **INTRODUCTION OF GUESTS:** Community member Roger Pugilisi was present in person.
3. **PUBLIC COMMENTS:** None
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** None
5. **MINUTES:** Approval of minutes from meetings on July 28, 2025. The Board reviewed the minutes and voted to approve them as presented. President R.C. Brody moved to approve. Ms. Burnam/Ms. Helsley, approved 4-0
6. **FINANCIAL REPORTING:** Controller Art Rezi gave a presentation of the district's financials through August 2025. Mr. Renzi noted that \$50k will go into reserves in the next quarter, likely in November. It was also noted that the district currently has approximately \$218k in reserves.
7. **REGULAR CALENDAR.**
 - A. Discussion on archiving RCD history: Ms. Rand presented a request for the district to consider avenues to archive the district's paper history. Ms. Rand gave

an overview of an initial discussion that was had with Associate Director Dennis Washburn on the potential to collaborate with other entities.

8. INFORMATIONAL REPORTS: President R.C. Brody requested there be a standing agenda item for updates on the District Expansion.

A. Staff Reports for July and August 2025 were presented in the Director's Packets.

9. DISTRICT MANAGER'S COMMENT'S/ANNOUNCEMENTS:

A. Update on Grant Awards: Ms. Lovric noted that Grants awarded since last meeting include NEEF \$57k, USFWS \$35 and CalOlive \$15k.

B. Strategic Plan/Expansion Update: Ms. Lovric updated that she has movement on the District Expansion and is in communication with LAFCo. Ms. Lovric also brought forward that there are internal talks with staff on completing an updated strategic plan this fiscal year as the last plan was good through 2022 and that she intends to form a staff strategic planning committee.

C. Oak Presentation by Conservation Biologist Alyssa Morgan: Mrs. Morgan gave a presentation on the district's oak conservation and research. Ms. Feldman requested to bring forth a request to the CARCD to have a regular update on our oak research.

10. DIRECTORS' COMMENTS/ANNOUNCEMENTS: None

11. ADJOURNMENT: President R.C. Brody moved to adjourn the meeting at 6:50 PM
Ms. Price/Ms. Burnam approved 4-0

12. CLOSED SESSION: District Manager's 6-month Review. Opened at 7:01 PM,
Closed at 9:15 PM

Submitted By: _____
Lisa Rand, Administrative Operations Manager

Date: _____

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

Date: _____

	Oct-25	Nov-25	Dec-25	Jan-26
RCD Cash Flow Forecast 10/24/25				
A) Beg Bal 10/24/2025	503,772	496,272	434,366	649,153
Collections				
Pass Through Revenue				
Deposits in Transit	-	-	-	-
Wildlife Conservation Board Top Lagoon	-	374,135	856,471	376,136
CA State Coastal Conservancy	-	193,249	86,715	126,000
CA State Parks	-	3,983	12,806	8,395
Ca Dept of Fish and Wildlife	-	4,616	1,373	2,995
Other Deposits	-	-	-	-
Total Pass Through Revenue	-	575,983	957,365	513,526
Non Pass Through Revenue				
Deposits in Transit	-	-	-	-
Wildlife Conservation Board	-	2,418	20,647	23,065
CA Dept of Forestry & Fire Protection	-	-	15,661	7,831
Other Non Pass Through Deposits	-	79,963	264,869	23,065
Property Tax Revenue	-	6,200	185,000	57,000
Total Non Pass Through Deposits	-	88,581	486,178	110,960
A) Total Deposits	-	664,563	1,443,542	624,486
Check/Payments				
Pass Through Payments Top Lagoon	-	(362,660)	(772,115)	(331,903)
Other Pass Through	-	(183,809)	(226,641)	(109,000)
Payroll	-	(140,000)	(140,000)	(140,000)
Other Operating Expenses	(7,500)	(40,000)	(40,000)	(40,000)
Total Payments	(7,500)	(726,469)	(1,178,756)	(620,903)
B) Transfer to Reserve Account	-	-	(50,000)	-
EOM Estimated Balance	496,272	434,366	649,153	652,736

A) Cash Position includes 250k in advance deposits

B) Jan 2026 Forecast based on budget projections & current outstanding receivables.

C) Contingent on receiving pymts prior to month end Nov.

A/R Aging Summary Report
RCDSMM
As of October 24, 2025

Customer	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	Total	Pass Thur	Net	Notes
1717 Old Topanga Cyn. LLC	1,510.00	357.50	412.50			2,280.00	0.00	2,280.00	
Bruno Naylor				6,376.80		6,376.80	0.00	6,376.80	
CA Dept. of Fish and Wildlife	5,989.03					5,989.03	0.00	5,989.03	
CA Dept.of Forestry & Fire Protection		2101.25	13,559.76			15,661.01	-5,421.68	10,239.33	
California State Coastal Conservancy		86,714.77	193,248.61			279,963.38	-230,464.36	49,499.02	10/24/2025 - 193K pymt expected in early November.
California State Parks	16,789.16					16,789.16	0.00	16,789.16	
CalTrout				112.5	0.00	112.50	0.00	112.50	
Fairburn Ave Elementary		1,700.00				1,700.00	0.00	1,700.00	
Los Angeles County Dept of Regional Planning		16,320.00				16,320.00	-9,500.00	6,820.00	
McMillen, LLC	5,300.00			25,287.50		30,587.50	0.00	30,587.50	
Mountains Recreation and Conservation Authority	20,647.43			2,417.50		23,064.93	0.00	23,064.93	
National Fish and Wildlife Foundation - Woolsey			63,643.00			63,643.00	-10,000.00	53,643.00	
Seminole Springs MHP., Inc				9,564.50		9,564.50	0.00	9,564.50	
USGBC-LA		1,000.00				1,000.00	0.00	1,000.00	
Wildlife Conservation Board	376,135.79	498,794.10	357,677.15	387,918.49	48,945.00	1,669,470.53	-1,466,678.34	202,792.19	10/24/25 - 436k approved. Pymt expected late Oct/early Nov
TOTAL	426,371.41	604,886.37	614,981.26	433,666.04	62,617.26	\$2,142,522.34	-\$1,722,064.38	\$420,457.96	

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**RESOLUTION NO. 2025-10-27
OCTOBER 27, 2025**

RESOLUTION OF THE BOARD OF DIRECTORS OF THE RESOURCE CONSERVATION DISTRICT OF THE SANTA MONICA MOUNTAINS (RCDSMM) APPROVING THE APPLICATION FOR MEASURE A FUNDS FROM THE COUNTY OF LOS ANGELES FOR THE TOPANGA LAGOON RESTORATION PLANNING PROJECT

WHEREAS, RCDSMM is partnering with the California Department of Parks & Recreation, Caltrans and the County of Los Angeles Department of Beaches and Harbors to restore Topanga Lagoon, a critical habitat for southern steelhead trout; and

WHEREAS, a grant proposal for MEASURE A funds up to \$500,000 is being sought to complete 90 to 100% design for the County Beach facilities and permitting review and approval by the County of Los Angeles Department of Public Works required to move the restoration forward; and

WHEREAS, the RCDSMM has the institutional knowledge and capacity as well as the desire to ensure successful completion of this phase of Topanga Lagoon Restoration;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Resource Conservation District of the Santa Monica Mountains hereby:

1. Approves the filing of an application for funding from Measure A funds from the County of Los Angeles for the Topanga Lagoon Restoration Planning Project; and
2. Certifies that said Applicant will comply with all federal, state and local environmental, public health, and other appropriate laws and regulations applicable to the project and will obtain or will ensure that the other project partners obtain all appropriate permits applicable to the project; and
3. If the grant is awarded, we further commit to the terms and conditions specified in the grant agreement; and

4. Appoints Tracy Lovric, District Manager, and Art Renzi, Finance & Operations Officer, as representatives of RCDSMM to conduct negotiations, execute, submit and sign all documents including but not limited to applications, agreements, amendments, payment requests, and other documents which may be necessary for the completion of the proposed project.

APPROVED AND ADOPTED this 27th day of October 2025 by the Board of Directors of the Resource Conservation District of the Santa Monica Mountains in the County of Los Angeles in the State of California.

Signature: _____
R. C. Brody, President

Date: October 27, 2025

MOTION TO
ADOPT:
Yeas:
Nays:
Abstain:
Absent:

CERTIFICATION
I hereby certify that the foregoing Resolution 2025-10-27 was duly and regularly adopted by the Board of Directors of the Resource Conservation District of the Santa Monica Mountains at the meeting held on the 27th day of October 2025.

Lisa Rand, Secretary for the Board

October 27, 2025

DISTRICT MANAGER – September/October Report

Project/Program Highlights

- District Expansion
 - Strategy development for expansion. Includes meetings with LAFCO and Director Clark Stevens.
- Strategic Plan
 - Creation of Strategic Plan Organization Committee to define a timeline and initial goals and objectives to complete the project is in progress.
 - Researching other RCD/similar organizations strategic plans, review of RCDSMM's past plans, creation of initial work plan.
- Fundraising Development
 - Meetings with Seed Consulting Groups to evaluate our fundraising strategies.
- Fall Tour
 - Selected sites and in progress on dates for board of directors' project tour.
- Topanga Lagoon
 - Met with Senator Allen, RCD outreach and project team re outreach plan, attended Co Capital Project Process meeting, and internal meetings
- Newhall
 - Attended project meeting with partners, internal meetings with Dir. Shelly Backlar
- NFWF Grant
 - Meeting with grantor team, internal meetings with Dir. Shelly Backlar
- Education
 - Attended Ed. Fall orientation, internal meetings with Dir. Marilyn Brody French

General Highlights

- Meeting Attendance:
 - Topanga ReadyFest
 - Board of Forestry Zone Zero meetings
 - Santa Monica Fire Safe Alliance meeting at Supervisor Horvath's office.
 - Santa Monica Mountains: Clean Safe Water Program meeting
 - North Santa Monica Bay Watershed Planning Info meeting
 - Southern California Association of Governments Natural/Ag Lands meeting
 - CSDA two-day organizational development and leadership seminar
 - RCDSMM Wildfire Mitigation Training - two days
 - Conservation Capacity Project webinar *regarding resilient fundraising*
 - Coastal Commission - *general review*
 - Coastal Conservancy - *general review*
- Partner meetings:
 - Santa Monica Mountains Fund
 - Aquarium of the Pacific
 - Mayor Pro Tem Calabasas James Bozajian re Ronald Reagan historical documents.
 - Los Angeles County Planning
 - California Resource Conservation District monthly District Manager call.
- Regular RCDSMM Staff Meetings
 - Weekly meetings: Department heads 1-1, Finance, HR, Triad (DM, Finance, HR).
 - Monthly meetings: All staff, Idea Lab, Leadership, Workshop meetings.

October 2025

RESOURCE DESIGN

Project/Program Highlights

- SoLAC Nature Connectivity Plan
 - Focus meetings on outreach including name of project (Nature, Urban Nature, Nature Connectivity)
 - Focus meeting with Tribal engagement advisor
 - Weekly design meetings in-house and with consulting team
 - TPL meeting on Interface Conservation Fund update on mapping and strategy
 - Research, Mapping criteria/framework development
- Newhall Wildlife Passage Project:
 - Worked with LA County DPW staff on Old Road “Gavin Canyon Viaduct” alternative
 - Scoped and engaged traffic consultant to verify Old Road “diet” to narrow road and daylight South Fork of the Santa Clara River Caltrans
 - Caltrans PID review and comment meetings
 - consulting and internal team progress meetings, design staff coord
- Manzanita School
 - Completed final presentation images with environmental designer for conceptual Arundo removal and restoration garden
 - Prepared final invoice for phase 1 work and initiated phase 2 final restoration and management plan; waiting client authorization to proceed
- Topanga Lagoon Restoration
 - Final design meetings regarding new programming and relocation of visitor serving elements
 - Design drawings to adjust topography to final design conditions, post fire-flood erosion conditions
 - Communications with RCD project managers
- Wildfire Resilience Design and Planning
 - Supervised construction of westside garden hardscape elements and trellis
 - Prepared construction details as needed
 - Developed “digital twin” concept for virtual garden interpretive wind-fire resilience on-line tours, and supervised environmental designer and Aura Engine consulting work to prepare the models for the project
 - Planning meetings with Community Resilience Director and project managers on overall wildfire programs
 - Coordination with CR Director on final report documents and strategy for completion by end of November

General Department Highlights

- Assistance to District Manager on District Boundary expansion; map preparation for alternatives; phone meeting with LAFCo executive
- New project development meetings with District Manager, including with Associate Director Feldman
- 2-week vacation to Calabria, which was extraordinary, thanks for asking

Sept. 2025 Board Report

Dan Cooper, Principal Conservation Biologist

Oct. 4, 2025

Bio/Restoration/Resource Design

- Continued work on two major grants (with other RCDSMM staff):
 - **4060**: South Los Angeles Co. Connectivity (SOLACC)
 - **4005**: Update to LA County's Significant Ecological Areas network, which regulates development in and around 20+ important natural areas around the County.
- Continued work on Hollywood Bowl bio-survey (repeat from work done by CEM, Inc. in 2010, 2015).
- Worked on various small projects for clients, mainly ADU permit clearance as well as potential new projects.
- Continued working on fire/"Zone Zero" issues (managing vegetation around homes for fire), including project coordination in the Sepulveda Basin, and with local groups on letter on fuel breaks and their restoration.
- Finished work on the Los Angeles Raptor Study (**3256**; joint project with RCDSMM and Friends of Griffith Park); volunteer appreciation dinner on 9/28.
- Advising local artist's team on developing major art-conservation initiative aimed at preserving and restoring habitat through public art installations (with Clark and Bella).

Misc.

- Working with small group citywide to elevate biodiversity into LA28 (Olympics planning), including "biodiversity hubs" of native pollinator plants, cross-departmental messaging, etc.
- Continuing as a University Lecturer, at UCLA (IoES) and CSULB (Ornithology) – not part of RCDSMM billing.

October 27, 2025

**Education Department
September Staff Report
Marilyn Brody French**

Project/Program Highlights

- **Fall Orientation, Training, Onboarding**
 - Coordinated CPR First Aid training for staff across RCD, Cal State Parks, SAMO and NPS
 - Hired 9 new environmental educators (EE) out of a pool of 65, bringing the total number on the team to 40
 - Held orientation for returning EE
 - Hosted a professional development workshop focussed on social emotional learning (SEL) for all EE within RCD, Cal State Parks, SAMO and NPS
- **School Education Programs**
 - Updated website and systems before sending out mass communications to teachers about program opportunities
 - Secured funding from San Fernando Valley Audubon Society for 30 programs at Sepulveda Basin
 - Hosted 3 teacher workshop trainings, one per each field site
 - All 3 of field sites (Malibu Lagoon, Tapia Park, Sepulveda Basin) launched Oct 1
- **WILD CITY**
 - Fall series launched 3 new workshops one per month October through December

General Department Highlights

- Launched partnership with [Jane Goodall's Roots & Shoots](#) youth program for Malibu schools under City of Malibu general fund grant (invited to attend Jane Goodall's memorial in Washington DC as a partner in this program)
- Attended grantee workshop for [Safe Clean Water Program](#)
- Attended [LA STEM Collective](#) relaunching event
- Accepted offer to join the CARCD Education Committee after a year of co-leading the Education Working Group for RCD education staff in the state, preparing to present at the conference as a representative of our RCD's education programs

October 27, 2025

**Shelly Backlar, Director of Community Resilience
Community Resilience Department**

Wildfire Education and Prevention

- Community Wildfire Mitigation Training, September 26 & 27
 - Pat Durland led the training with additional support from
 - J. Lopez, Zone 0, Eaton Fire Community Support, HIZ
 - Rich Snyder, Eaton Fire Behavior, Recovery, Defensible Space, HIZ
 - Keegan Gibbs, Community Brigade, HIZ Evaluation
 - Held at the Altadena Public Library in partnership with Global Emergency Relief, Recovery & Reconstruction (GER3)
 - Other Partners Participating
 - Community Nature Connection
 - San Gabriel COG
 - LA County Planning
 - 45 people attended
- Bureau of Forestry Hearing on Zone 0, September 18
 - RCD Prepared a written response.
 - Molly Ross spoke about HIZ Evaluations and Recommendations
 - Dan Cooper spoke about Ecological approach

National Fish and Wildlife Foundation

- Demonstration Garden Phase II at the LA County Fire/Forestry site is finishing up
 - Hardscaping features done by FormLA and The Harper Group
 - County Fire will do the landscaping
- AuraEngine is creating an on-line Demonstration Garden Educational Tour
- Studio Pappaterra is finishing six Prototype Garden designs with guidelines for Eaton and Pacific Palisades rebuild
- Spanish Language Defensible Space Handbook and Educational Posters are being printed.
- Additional Services offered after HIZ Evaluation recommendation and application process
 - 5 Seasons Landscapes created 24 fire wise landscape designs
 - Conservation Concierge is conducting Zone 0 Retrofits in Chatsworth, removing flammable vegetation and other materials in Zone 0
 - Home Hardening Reimbursements, applicants submit before and after photos, materials receipts and invoices from contractors showing the work is complete.

Newhall Wildlife Crossing

- Project Initiation Documents, PSR-PDS to be finished at the end of December
- Working closely with the LA Department of Public Works on feasibility associated with the Gavin Canyon undercrossing viaduct option – the internally preferred Alternative

South LA County Nature Connectivity Plan

- First outreach meeting for Subject Matter Experts held on October 6, 2025
 - Participants asked questions, made recommendations and comments that will be considered as we move forward with the project
 - Follow-up meeting to be held early in 2026
- Outreach Plan being developed for Tribal,, Sub-regional experts and advocates from the San Fernando Valley, San Gabriel Valley, and LA Basin, plus Neighborhood/Community-level feedback and engagement.

General Department Highlights

- Staff attended Inland Empire Regional Meeting of the Wildfire & Forest Resilience Governor's Task Force September 4 & 5.
- Staff attended Calfire's Qualified Entities Training September 16 & 17.
- Arezo Sarwary represented the RCD on a Home Hardening Panel Discussion, Lessons Learned from Eaton and Palisades Fires, with J. Lopez and Laura Blaul at ReadyFest, the Topanga Emergency Preparedness Fair October 3.
- Conducting screening interviews for two more HIZ Evaluators
- Advertising for the Wildfire Biology Technician to replace Luke Benson who has accepted a job at Caltrans.