

**BOARD OF
DIRECTORS**

Richard C. Brody
President

Laurie Price
Vice President

Beth Burnam
Director

Nancy Helsley
Director

Riki Clark
Director

REGULAR BOARD MEETING

EIGHT-HUNDRED SIXTY-FIRST MEETING

Monday December 22, 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 6:00 PM. A quorum was established with Directors Richard Brody, Nancy Helsley, Riki Clark and Laurie Price, Director Berth Burnam and Associate Director Chris Doran joined virtually.
2. **INTRODUCTION OF GUESTS:**
3. **PUBLIC COMMENTS:** None
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:**
Mr. Engelhardt reported on the NRCS recent activities including new deadlines.
5. **MINUTES:** Approval of minutes from meetings on November 17, 2025. The Board reviewed the minutes and voted to approve them as presented. President R.C. Brody moved to approve. Ms. Helsley/Ms. Price, approved 4-0
6. **FINANCIAL REPORTING:** The district's financial reports were presented through November 2025. It was noted that \$50K will be moved into reserves this month bringing total to approx. \$271K and half of desired total reserves.
7. **REGULAR CALENDAR.**
 - A. Staff presentation by Isaac Yelchin on current monarch projects and discussion on working with Ventura RCD on joint promotion of monarch projects. There was board consensus to move forward with a joint event.
 - B. Approval of 2026 Board Meeting Dates: President R.C. Brody moved to approve with consensus to "go dark" in December and not hold a board meeting. Discussion to revisit monthly meetings later in the year. Ms. Helsley/Ms. Clark, approved 4-0

- C. Review of CARCD Board resolutions and bylaws: Consensus to move vote to January board meeting.
- D. Approval of edits to district's Employee Handbook: Discussion to approve Employee handbook edits with the change to make Bilingual policy 2 pay steps. President R.C. Brody moved to approve. Ms. Price/Ms. Helsley, approved 4-0
- E. District expansion update: Administrative Operations Manager gave a presentation on progress made with LAFCO and noted next steps will be to conduct requests for proposals for expansion mapping.
- F. Discussion on policies and procedures for Board approval on public comments and letters of support: Discussion on recent presentation given by staff to the Board of Forestry and procedures for board approval of presentations and public comments. It was discussed that a policy needs to be put in writing.
- G. Update from Personnel Committee on District Manager job search: Ad hoc staff committee has been formed, and Job Posting is still active through January 15.

8. DIRECTOR'S COMMENTS: Director Helsley brought in a pollinator poster and requested it be used for educational purposes.

9. INFORMATIONAL REPORTS:

- A. Staff Reports for November 2025 were presented in the Director's Packets.

10. ADJOURNMENT: 8:07 PM

11. CLOSED SESSION:

Submitted By: _____
Lisa Rand, Administrative Operations Manager

Date: _____

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

Date: _____