

**BOARD OF
DIRECTORS**

Richard C. Brody
President

Laurie Price
Vice President

Nancy Helsley
Treasurer

Beth Burnam
Director

Riki Clark
Director

DISTRICT MANAGER

Jasmine Reinhardt

REGULAR BOARD MEETING

EIGHT-HUNDRED SEVENTY-NEINTH MEETING

Monday July 27, 2026—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:

5. MINUTES:

A. Approval of minutes for meeting on June 22, 2026

6. FINANCIAL REPORTING: Informational reports on Districts' finances through May 2026

7. REGULAR CALENDAR.

A. Public Requests Act- Update to the Board

B. Soliciting recommendations for potential board members

C. San Fernando Valley Audubon Society- Seeking preliminary approval to enter into MOU with RCDSMM for education programs

D. Approval for amendment of the FY2026-27 budget to appropriate up to \$50,000 from beginning General Fund balance for the purchase of a 4x4 truck and authorize the General Manager to complete the purchase in an amount not to exceed \$50,000.

E. Staff Manual Updates

- i. Paid Time Off (PTO) Timing- Update Employee Handbook to clarify language

8. INFORMATIONAL REPORTS:

A. Staff Reports for June 2026:

- i. Clark Stevens, Director of Resource Design
- ii. Jamie King, Senior Conservation Biologist
- iii. Marilyn Brody French, Director of Education
- iv. Shelly Backlar, Director of Community Resilience
- v. Lisa Rand, Director of Operations and Finance
- vi. Jasmine Reinhardt, District Manager

9. DISTRICT MANAGER COMMENTS

10. DIRECTORS' COMMENTS/ANNOUNCEMENTS

11. ADJOURNMENT

12. CLOSED SESSION: Personnel Matters & Personnel Committee

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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Monday June 22, 2026—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, Nancy Helsley, Riki Clark, and Laurie Price with Associate Director Dennis Washburn also present. Director Beth Burnam and Associate Director Deborah Klein Lopez joined virtually. Various staff members were also present both virtually and in person. Brooks Engelhardt (NRCS) attended virtually.
2. **INTRODUCTION OF GUESTS:** None
3. **PUBLIC COMMENTS:** None
4. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** Mr. Engelhardt reported on the NRCS recent activities which included updates for the farm bill program and other NRCS programs.
5. **MINUTES:**
 - A. Approval of minutes for meeting on May 18, 2026. The Board reviewed the minutes and voted to approve them as presented. President R.C. Brody moved to approve. Ms. Price/Ms. Helsley, approved 4-0
6. **FINANCIAL REPORTING:** The district's financial reports were presented through April 2026. Additional discussions were held on how much the district should aim to retain for cash on hand and reserves with 3 months operating expenses discussed for each reserve and cash on hand. It was noted that 50k could potentially be moved into reserves in August of 2026. There were also discussions about the board requesting approval from staff for unbudgeted purchases over 5k.
7. **REGULAR CALENDAR.**

- B. Approval of a Vehicle replacement purchase. The board approved a \$40k purchase for a 4x4 truck for field work to be purchased with 2025-26 funds. President R.C. Brody moved to approve. Ms. Price/Ms. Helsley, approved 4-0
- C. Approval of District work schedule policy. President R.C. Brody moved to approve. Ms. Clark/Ms. Price, approved 4-0
- D. Approval of District Teleconference Interruption Policy. President R.C. Brody moved to approve. Ms. Clark /Ms. Helsley, approved 4-0
- A. Vote for California Special District's Association Board of Directors Seat C for Term 2027-29. Discussion to vote for the incumbent was unanimous.
- B. Resolution No. 2026-06-22 Appointing Shelly Backlar as representative and alternates Jasmine Reinhardt and Richard Brody to the Sepulveda Basin Wildlife Area Steering Committee. President R.C. Brody moved to approve. Ms. Price/ Ms. Helsley approved 4-0.

8. INFORMATIONAL REPORTS:

- A. Staff Reports for May 2026 were presented in the Director's Packets.

9. **DISTRICT MANAGER COMMENTS:** Included in staff report with additional information provided on the impending need to raise 400 million in funds for the next stage of Topanga Lagoon restoration project.

10. **DIRECTORS' COMMENTS/ANNOUNCEMENTS:** Ms. Helsley presented an overview on the results of the national Envirothon. Ms. Lopez announced that she may need to resign from her position on the RCDSMM board in the coming months.

11. **OPEN SESSION COMMENCEMENT:** 7:15 PM

12. **CLOSED SESSION:** Closed session regarding personnel matters began at approximately 7:20 PM and ended at approximately 8:20 PM

13. **ADJOURNMENT:** approximately 8:20 PM

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RCDSMM
A/R Aging Summary Report
As of Jul 23, 2026

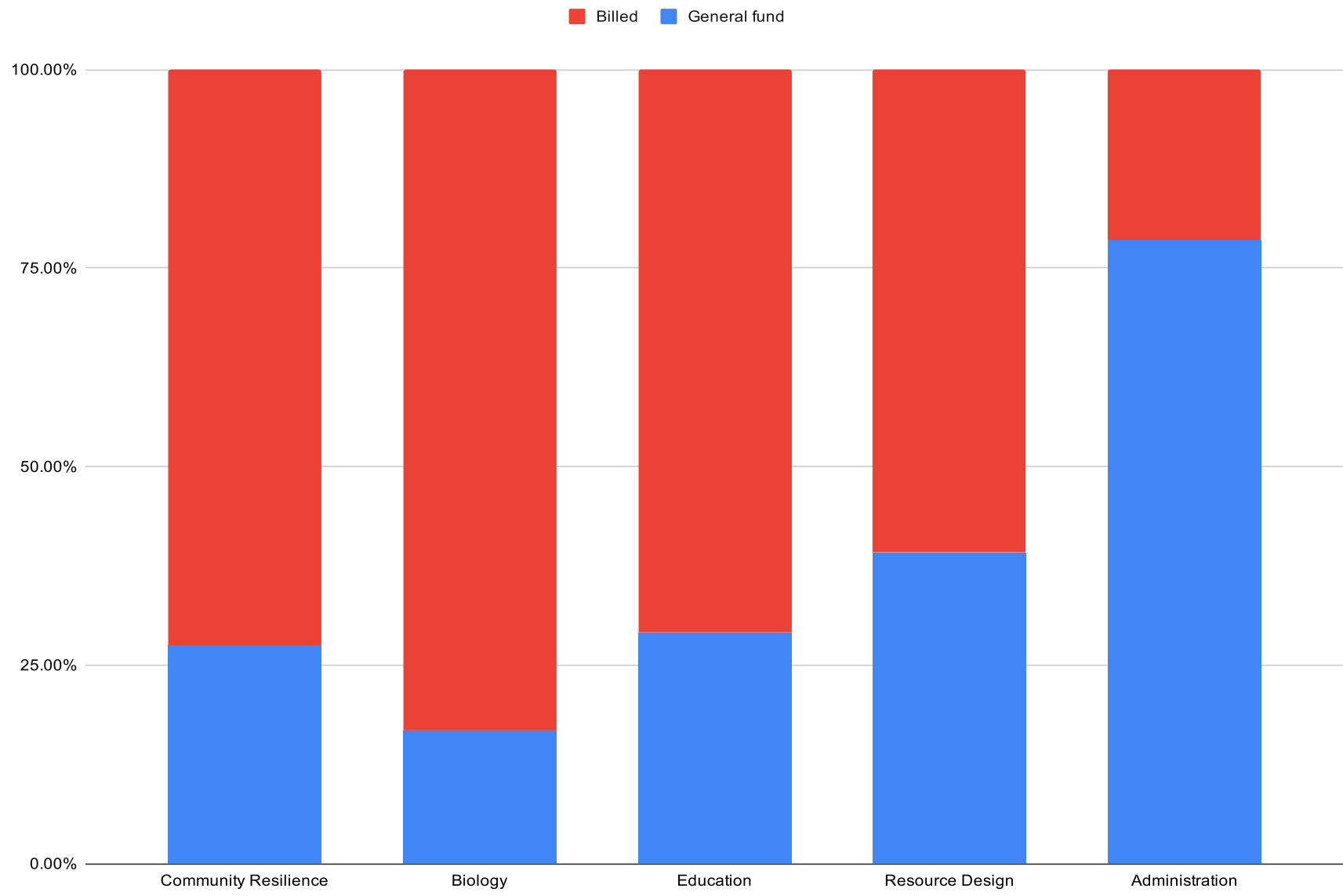
Vendor	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	Total	Pass Through	Net
Bruno Naylor					3,383	3,383		3,383
California State Coastal Conservancy	90,531	151,910				242,441	202,630	39,812
California State Parks	18,785	10,580				29,365	8,872	20,493
CalTrout					113	113		113
City of Malibu		2,828				2,828		2,828
Elva Yanez	789					789		789
Iraj Safapour	1,720					1,720		1,720
Los Angeles County Dept of Regional Planning		7,055	615			7,670	6,270	1,400
McMillen, LLC	6,936					6,936		6,936
Mountains Recreation and Conservation Authority		36,505	48,232	45,377	107,177	237,292		237,292
Mountains Restoration Trust					-	-		-
Rio School District	29,640					29,640		29,640
The Boeing Company				131		131		131
USGBC-LA	725					725		725
Water Foundation			3,846			3,846		3,846
Wildlife Conservation Board	286,547	409,709				696,256	539,727	156,529
TOTAL	435,673	618,587	52,693	45,508	110,673	1,263,134	757,499	505,635

Sunday, July 26, 2026 05:34 PM GMT-07:00

	YTD Estimated May 2026	YTD Actuals May 2026	Variance
<i>Project Revenues</i>			
Pass Through	4,233,548	6,204,735	1,971,187
RCD Revenue	1,302,077	1,568,918	266,841
Fee For Service	104,500	89,750	(14,750)
Education	170,469	168,089	(2,380)
Other	-	57,214	57,214
Admin Fees	152,711	201,258	48,547
*Total Project Revenues	5,963,305	8,289,964	2,326,659
<i>Other Revenues</i>			
Property Taxes	484,468	488,880	4,412
Contributions	33,000	22,111	(10,889)
Interest Income	22,500	15,750	(6,750)
Total Other Revenues	539,968	526,741	(13,227)
Total Revenues	6,503,273	8,816,705	2,313,432
<i>Expenses</i>			
Pass Through	4,233,548	6,209,623	1,976,075
Labor	1,812,825	1,751,841	(60,984)
Other Operating Expenses	279,504	314,984	35,480
Total General Expenses	6,325,877	8,276,448	1,950,571
Total Expenses	6,325,877	8,276,448	1,950,571
Net Operating Revenue	177,396	540,257	362,861

RCD Cash Flow Forecast	July	August	September
A) Beg Bal 07/24/2026	796,783	906,806	778,516
Collections			
Deposits in Transit			
Wildlife Conservation Board		696,256	
CA State Coastal Conservancy		242,441	
CA State Parks		29,365	
Rio School District		29,640	
Mountain Recreation & Conservation Authority	200,786		
Other Deposits	7,999	56,557	823,876
Total Deposits in Transit	208,785	1,054,259	823,876
Other Deposits			
Wildlife Conservation Board			
CA Dept of Forestry & Fire Protection			
Other Non Pass Through Deposits			
Property Tax Revenue		14,500	-
Total Other Deposits	-	14,500	-
B) Total Deposits	208,785	1,068,759	823,876
Check/Payments			
Pass Through Payments		898,958	635,587
Payroll	91,887	185,994	196,746
District Expansion		45,722	
Salary Analysis			10,000
Other Operating Expenses	6,875	6,875	6,875
Vehicle Purchase		45,000	
Annual Insurance Payment			
Total Payments	98,762	1,182,549	849,208
Transfer to Reserve Account			
EOM Estimated Balance	906,806	778,516	753,184
Advanced Payment Balance	482,084	452,084	422,084
EOM Balance W/O Advance Payments	424,722	326,432	331,100

General fund and Billed



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Board Memorandum

To: Board of Directors
From: Lisa Rand, Director of Operations and Finance
Date: June 27, 2026
Subject: Budget Amendment and Authorization

Recommendation

Staff recommends that the Board amend the FY2026-27 budget to appropriate up to \$50,000 from beginning General Fund balance for the purchase of a 4x4 truck and authorize the General Manager to complete the purchase in an amount not to exceed \$50,000.

Background

At its June 18, 2026, regular meeting, the Board of Directors approved the purchase of a 4x4 truck using up to \$40,000 from the FY2025-26 budget. Following the Board's approval, staff actively searched for vehicles that met the District's operational needs while remaining within the authorized budget.

Despite those efforts, staff was unable to locate a suitable vehicle prior to the close of the fiscal year. No purchase agreement or contract was executed before June 30, 2026.

Staff has continued to evaluate available inventory and obtain pricing from local dealerships. Two dealer quotations are attached to this report and provide detailed pricing for vehicles that meet the District's operational requirements. The quotations indicate that comparable vehicles currently exceed the previously authorized budget of \$40,000 but remain below \$50,000.

Increasing the authorized purchase amount to \$50,000 will allow staff to purchase a vehicle that meets the District's operational needs without requiring additional Board action if pricing varies slightly due to dealer inventory, manufacturer pricing, or required equipment.

Governance Requirement

Because the Board's authorization approved on June 18, 2026, was tied to the FY2025-26 budget, a new Board action is required to appropriate funding in FY2026-27 and authorize the purchase. A quorum of the Board is sufficient to approve this action.

Fiscal Impact

Approval of this item will appropriate up to \$50,000 from the District's beginning General Fund balance for the purchase of a 4x4 truck. The expenditure will be recognized in FY2026-27 upon delivery of the vehicle.

Attachments

Dealer Quote #1 – 48775.69

Dealer Quote #2 – 47993.52

Recommendation

Staff recommends that the Board amend the FY2026-27 budget to appropriate up to \$50,000 from beginning General Fund balance and authorize the General Manager to purchase a Bio Team 4x4 truck in an amount not to exceed \$50,000.

Proposed Motion

Move to amend the FY2026-27 budget by appropriating up to \$50,000 from beginning General Fund balance for the purchase of a Bio Team 4x4 truck, based on the Board's June 18, 2026 direction, and authorize the General Manager to purchase the vehicle in an amount not to exceed \$50,000.



Date: 6/29/2026
Salesperson: Sergio Cortez
Manager: ALAN KARAMALIAN

FOR INTERNAL USE ONLY

CUSTOMER	Alyssa Fb	Home Phone :	(928) 308-3441
Address :	CALABASAS, CA 91302LOS ANGELES	Work Phone :	
E-Mail :		Cell Phone :	(928) 308-3441

VEHICLE				
Stock # :	P3879	New / Used :	Used	VIN : 1FTFW1E88PFA33882 Mileage: 24767
Vehicle :	2023 Ford F-150	Color :	Oxford White	
Type :	XLW1E			
Body Size :		Style :		Weight : 6000 Unit Class :

Loan Payments	Estimated	Market Value Selling Price	37,992.00
Cash Down	5,000	Protection Package	995.00
72 Months / 7.99 *	757	Total Purchase	38,987.00
* A.P.R. Subject to equity and credit requirements.		Doc Fee	85.00
		Tax	3,809.52
		Non Tax Fees	762.00
		Net Price	43,643.52
		service ocntract	4,350.00
		Balance	47,993.52

LE

Stock # : **P3093**

New / Used : **Used**

VIN : **1FTFW1E50MFD10073**

Mileage: **33297**

Vehicle : **2021 Ford F-150**

Color : **WHITE**

Type : **Lariat 4x4 SuperCrew Cab Styleside**

W1E

Market Value Selling Price	<u>32,999.00</u>
FULLERTON FORD PROTECTION PACKAGE	<u>3,980.00</u>
Total Purchase	<u>36,979.00</u>
DealerDoc	<u>85.00</u>
Tax	<u>3,225.69</u>
Non Tax Fees	<u>491.00</u>
Net Price	<u>40,780.69</u>
New - Service Contract	<u>7,995.00</u>
Balance	<u>48,775.69</u>

Proposed Changes to RCDSMM Employee Handbook July 27, 2026

Highlighted text is new, ~~red and striked font~~ is what is being replaced.

8.0 Time Off Work

8.1 Vacation

The RCD provides eligible employees with paid vacation for rest and relaxation, which may also be used for personal time off due to personal appointments, family matters, time off to vote, school activities, religious observances, and other personal obligations.

Eligibility:

All eligible full-time employees are eligible to begin accruing their vacation time immediately upon hire. Part-time employees are not eligible for vacation.

Accruals Into Your Leave Account:

Vacation is calculated according to your work anniversary year.

The amount of vacation earned each year is based on your length of service and accrues per pay-period, according to an accrual schedule determined by the RCD up to a maximum annual grant as shown below:

	<i>Less than 5 years of service</i>	<i>5 years but less than 10 years of service</i>	<i>10 but less than 15 years of service</i>	<i>15 or more years of service</i>
Full-time employees	80 hours annually (3.33 hours accrued each pay period)	120 hours annually (5 hours accrued each pay period)	160 hours annually (6.67 hours accrued each pay period)	200 hours annually (8.33 hours accrued each pay period)

- ~~1 through 5 years of employment: 80 hours annually (3.33 hours accrued each pay period).~~
- ~~6 through 10 years of employment: 120 hours annually (5 hours accrued each pay period).~~
- ~~11 through 15 years of employment: 160 hours annually (6.67 hours accrued each pay period).~~
- ~~16 or more years of employment: 200 hours annually (8.33 hours accrued each pay period).~~

July 2026 board meeting report
Clark Stevens, RESOURCE DESIGN

BOARD REPORT

Project/Program Highlights

- SoLAC Nature Connectivity Plan- As Project Director:
 - Focus meetings with science team
 - Focus meetings with planning team
 - Design connectivity low naturalness area green block concept
 - Completion and presentation to Subject Matter Experts meeting #2, June 24
 - Weekly coordination with RCD Project Manager
- Newhall Wildlife Passage Project- as project director/principal architect:
 - Engineering team meetings with bridge/roadway, CEQA and environmental restoration consultants
 - County of Los Angeles and Caltrans PAED phase meetings
 - Provided final footprint of biological resource study by team consultant
 - Coordinated project design team work to develop CAD and model for comparison and revisions to engineering concepts
- Manzanita School- as Principal Architect/Project Director
 - No work this month
- Topanga Lagoon Restoration
 - Weekly meetings and Communications with RCD project manager, outreach coordinator and DPR/LACo team members
 - Bi-weekly LA county meeting
- Wildfire Resilience Design and Planning (SMMC grant) as Resource Design collaborator
 - Team and DM meetings to discuss online publication of NFWF work product and future work
- Sheriff's Overlook Interpretive Landscape- final design phase
 - final architectural and interpretive design and delivery package under way
 - Weekly coordination meetings with client

General Department Highlights

- Staff meetings and Department Leadership meetings
- Weekly update and assignment meetings with DM,
- Reviewed new project development opportunities and proposals
- Reviewed update on RCDSMM annexation and boundary documentation \

RESEARCH AND RESTORATION

7/22/26 Update, Jamie King

Project/Program Highlights. *Lead staff noted, but supported by entire team.*

Bio Team Restructuring:

- Dept Structure Conversations. DM and Research & Restoration Dept Lead (Jamie) have reached agreement on Topanga Lagoon Project to be continued to be managed by Jamie with direct report to DM, in its own Dept., outside of Natural Resources Dept. due to project size and complexity. To reassess next FY if format continues to be in the best interest of the organization.
- Postings for two identified positions are live and include:
 - FT Asst Project Manager for Topanga Lagoon Restoration Project (under Jamie) at Sr. Cons. Biologist level. Is fully funded through 2029. Replaces Danielle's position. Closes 8/5.
 - FT Aquatic Specialist/Natural Resources Department Director Specialized permits required for continuation of decades old steelhead/goby work that is an RCD. Position reports to DM and will replace Rosi (retirement 7/1/27+). Analysis identified existing 40% grant funding for position FY 26/27, and 20% grant funding FY 27-29 currently in hand. Successful candidate will need ESA /grant writing/management chops.
- Analysis for appropriate status of field team occurring (FT vs PT) based on funding availability and project needs. Discussions occurring with admin.

RCD Outreach/Media:

- Spectrum News Interview (Rosi), TBD when runs.
- SAMO/Ventura RCD. RCDSMM invited to panel, possibly table at two monarch butterfly film/art events in Santa Monica 10/3 and in Ojai 9/19. Internal assessment occurring to ID role in Ojai event as outside interest area.
- Hollywood Bowl Work Coverage: [Keeping It Green](#) & [Wildlife Camera Work](#)

Funding (Highlights)

- Funded (contracts in prep).
 - **Xerces Monarch Grant:** Increased from 10K to 20K. For overwintering site restoration (Danielle).
 - **Malibu Steelhead Snorkels.** Apprvd by Parks \$93K for 3 yrs, 2027-30 (Rosi)
- Exploration/Preparation Phase:
 - **Hollywood Bowl interested in additional bio work.** In coord. with Cooper Ecological as subconsultant. Assessment to be sure within mission. (Isaac, Jamie)
 - **RWQCB SEP Program.** Mltpl projects being submitted this week for RWQCB violation mitigation program (Rosi)
 - **Angeles Forest Fire Work.** Aug, mtg being scheduled to explore (Jamie, Eric)

Topanga Lagoon Restoration Project (Jamie)

- Partial SCC Stop-Work Triggered (3226). SCC looking to lift stop-work! (hooray!) Conversations pending this week.
- DEIJ/Outreach:
 - **Ongoing Focus Grp Outreach** in coordination with Parks Palisades Post-Fire Recovery Process.. Interest to set up meetings in Aug. with grps in green (Outward Bound Adventures, Urban semillas, Community Nature Connection etc. see full list [here](#)

- **Fernandeno Tatavium Band of Mission Indians** mtg 7/23 to discuss training of tribal youth on project efforts.
 - **Website updates:** Includes recording of 5/31 Public Meeting.
- Grant Activities Update.
 - **FRGP grant (\$2M)**, CDFW requesting meeting as made first cut.
 - **Schiff/Padilla earmark sent to Congress \$5.2M, Resources Legacy Funds assisting with CD recognition, asking partners to as well. Board ideas??**
 - Additional grant efforts needed!
- Work Foci: Completion 404/401 pkg to start NEPA process, CCC coordination on 30% Topang Beach Design, team coordination on upcoming 90% Bridge/Lagoon milestone and 60% Topanga Beach. Coord. With Parks on Palisades Fire Recovery Process (website here).
- **Endangered Fish/Aquatic Programs (Rosi)**
 - Topanga proposals submitted to Parks for 2027-30. ~ \$100K/year.
 - Malibu snorkel approved by Parks \$93K for 3 years, 2027-30 (contract forthcoming)
 - Snorkeling restarts 9/26.
- **Aquatic Invasives Program (Danielle).**
 - First Technical Advisory Committee (TAC) on 6/3/26.
 - Coordinating with CARCD on Block Grant for crayfish, invasive fish or GSOB projects.
 - eDNA training and sampling scheduled for July-Aug.
- **Oak Woodland Restoration (Alyssa)**
 - Ongoing: 2x month maintenance. Invasive beetle ed filming upcoming.
 - Funding in place through May 2027. \$350K of proposals pending, high likelihood of funding by Nov 2026 for 3 year period.
 - 50K Rose Foundation Grant not accepted. Following up for the why.
- **Monarch Butterfly Projects (Isaac)**
 - Ongoing Weekly restoration activities at Topanga Lagoon overwintering site.
 - Funding in place through December 2027. \$70K of proposals pending via CARCD blockgrant.



July 13, 2026

Education Department

June Staff Report

Marilyn Brody French

Roles, Projects & Programs

- **Administration**
 - CARCD Education Committee
 - Establishing statewide RCD education initiatives
 - Building out mission statement and action plan
 - Connecting to fellow Southern California RCD Education staff
 - Trainings / Conferences / Events
 - Coordinated and held the end of year part-time staff celebration
 - Staff Management
 - Working with DM to more clearly define department structure, staff roles and job descriptions
 - Partner / Fund Development
 - Nature / Art project development with community organizer in SFV to secure for future outdoor education programs
 - Launched \$5k contract for summer programming with LAUSD
 - Launched \$30k contract summer programs with Rio School District
 - Tentatively awarded \$2.5K from City of Malibu general fund
 - Building Jane Goodall Institute partnership at Pasadena High School
- **Program Management / Development**
 - [School Education Programs](#)
 - 9 Standard Field Education Programs
 - 0 Virtual Programs
 - 4 on campus programs
 - 0 community events
 - Multi-Department Programs
 - Honored part time staff across Education and Community Resilience departments during end of year celebration.
 - [WiLD CiTY](#)
 - No summer workshops this year
 - Program paused for fall, pursuing funding for Spring programs per DM.

July Board Meeting

June 2026 Activity

Shelly Backlar, Director of Community Resilience

Project Manager: Newhall Wildlife Crossing + South LA County Nature Connectivity Plan

BOARD REPORT

Wildfire Education and Prevention

Mountains Recreation and Conservation Authority (MRCA)

- **June 4, 2026**, Tabled at West Pasadena Residents Association meeting.
- **June 9, 2026**, Gave a presentation to the Cypress Park Neighborhood Council about RCD Wildfire Preparedness and Home Ignition Zone (HIZ) Evaluation programs.
- **June 11, 2026**, Gave home hardening talk for Fire Resilience Workshop with Community Nature Connection (CNC) for Tiüvac'a'ai Tribal Conservation Corps
- **June 15, 2026**, Article in the Eastsider, [Good to Know: Free home wildfire resilience evaluation](#), the result of Molly's presentation at Cypress Park NC Meeting.
- **Scheduled:** [Community Wildfire Mitigation Training](#) presentation August 7 (Virtual only), August 8 presentation (Virtual and In Person at [Debs Park Audubon Center](#) in Montecito Heights. Pat Durland will lead, J. Lopez and Rich Snyder will attend and speak. There will also be a Wildfire Ecology walk led by Community Nature Connection (CNC) followed by the structure analysis activity, LA City Councilmember Eunisses Hernandez and Audubon are hosting; we will use a translation service to teach in English and Spanish simultaneously.

Newhall Wildlife Crossing

- Caltrans Project Development Team (PDT1) Kick-off Meeting for Project Approval Environmental Document Phase (PA ED was held on June 9, 2026).

South LA County Nature Connectivity Plan

- Subject Matter Expert Meeting #2 took place on June 24, 2026
- Here is the [Follow-up email message](#) with links to documents, the extended presentation and the recorded meeting.

General Department HIZ, Education and Outreach

- **Conducted HIZ Evaluations** in Agoura Hills, Pasadena and Altadena
- Shelly represented the RCD at the June 23rd Wildlife Steering Committee Meeting
- We submitted a \$98,960 grant to the California Fire Foundation's Wildfire Disaster Relief & Recovery in Los Angeles and Ventura Counties on June 30, 2026

June 2026 Activity

Lisa Rand, Director of Operations and Finance

BOARD REPORT

Board Secretary

- Board Secretary Duties for June Board Meeting

Operations and Finance

- Coordinated with internal teams to identify purchasing needs for the district
 - Identified need for purchase of additional truck and worked closely with Conservation Biologist on search for vehicle
- Advanced FY 2026–27 compensation analysis and wage projections to support implementation of the approved budget.
- Continued onboarding and training of the Accounting Manager in preparation for completion of the FY 2022–23 audit.
- Began identifying needs for operation and fiscal policy updates
- Updated grant budget allocations in coordination with Project Managers, Accounting staff, and funding agencies.

Human Resources

- Provided ongoing Human Resources support to staff, including employee relations, policy guidance, and personnel matters.
- Worked with District Manager and employment lawyer on updates for policies and employment manual
- Attended meetings with District Manager and Department Heads to discuss restructure scenarios for departments and positions.
- Preparation and distributed documentation for 2026-27 wage and title changes.

June 2026 Activity

District Manager, Jasmine Reinhardt

Board Report

Summary: June 2026 was focused on advancing organizational operations through policy implementation, organizational planning, personnel management, recruitment, and continued development of wildfire resilience initiatives and strategic partnerships.

1. Finance

- Worked with Director of Community Resilience to scope funding opportunities for HIZ and other Wildfire Resilience Programs

2. Administrative

- Office space reconfiguration. Worked with the Director of Resource Design and Finance to develop space plan proposals based on CA Code. Staff voted on floor plans and furniture for changes.
- Continued safety mitigation research and planning for the Home Ignition Zone (HIZ) using OSHA and CAL OSHA requirements. Spoke to other organizations and government agencies to solicit feedback on best practices for lead exposure mitigation.
- Developed list of outstanding operational policies and/or SOP's to be prioritized for FY27 implementation.
- Finalized details on Work Schedule Policy after soliciting feedback from employees. Approved during the June board meeting.
- RFP for Compensation & Benefit Analysis awarded to Fortress & Flourish. Contract signed. Calls and interviews launched.

3. Personnel & Recruitment

- Completed FY26 performance reviews for direct reports.
- Worked in coordination with Director of Finance and Operations for FY27 Wage and Title letters for each employee,
- Completed new job descriptions Leadership Team and new positions under recruitment.
- Managed, documented, and addressed personnel issues.
- Continued operational and organizational restructure discussions with Education and Community Resilience. A job announcement for the Education Supervisor was published. Fine-tuned timeline education hiring, end of season separation letters, and roles with the Director of Education.

4. Partners & Stakeholders

- Follow up with a potential partner for a \$2-3 million restoration project. Reviewed proposed contract language.
- Initiated contact with tribal member(s) to host Cultural Sensitivity Training for RCD staff in August.