

North Santa Clara Resource Conservation District (NSCRCD)

An independent special district of the State of California

Special Meeting of the Board of Directors Tuesday, October 7, 2025, at 6:45 p.m.

ACTION MINUTES

Note: Though agenda items may be considered out of order (for example, to accommodate the schedules of guest speakers and/or members of the public in attendance for a specific item, or when items are removed from the consent agenda), the official minutes remain recorded in the same order as originally published in the official agenda. Number of votes are reflected in the following order: Aye-Nay-Abstention, with nays and abstentions called out by Director name.

1. Call to Order:

- 1.1 *Determination of Quorum:* The meeting was called to order by Director Entin at 6:46 p.m. Directors present in person during call to order: Director Jeannie Entin, Director Gerardo Ixteyo Loera, and Director Matt Roben. Directors participating virtually after conclusion of Item 1.2: President Maitski and Vice President Bautista. Executive staff present: Executive Director/District Clerk Stephanie Moreno and District Counsel Julie Gantenbein (arrived at approximately 7:00 p.m.)
- 1.2 *Government Code 54953:* Executive Director Moreno reviewed the mandated process for allowing President Maitski and Vice President Bautista to participate remotely utilizing the *Just Cause or Emergency Circumstances* provisions of the Brown Act, and the two requestors provided the required disclosures. After the motion passed, President Maitski and Vice President Bautista joined the meeting virtually.

*Motion: Allow President Maitski and Vice President Bautista to join the meeting remotely.
(Roben/Loera; 3-0-0)*

2. Meeting Agenda:

Motion: Approve the agenda as presented. (Loera/Roben; 5-0-0)

3. Public Comment – Matters Not on the Agenda: None

4. Consent Agenda:

Motion: Approve the consent agenda as written. (Roben/Bautista; 5-0-0)

5. Partner Reports: None

6. Administration:

- 6.1 *Director Identification:* The Directors discussed options and decided on a laminated ID that can be inserted into lanyard with an individual QR code that will take them to a profile link of their choice.
- 6.2 *Operational Update Implementation:* Executive Director Moreno reviewed the staff report and answered questions from Directors. Director Entin suggested a video be taken of one of the Resilient Urban Streams community presentations to be provided as an on-demand video on the website; Executive Director Moreno indicated there would be accessibility and privacy concerns that would make that challenging, but she would review requirements to see if it would be possible.
- 6.3 *Personnel Policy and Procedures (Employee Handbook):* Executive Director Moreno and District Counsel Gantenbein reviewed the latest revisions and formatting changes, and answered questions from the Directors.

Motion: Accept the Personnel Policies and Procedures Employee Handbook, to be effective as of Tuesday, October 7, 2025. (Bautista/Maitski; 5-0-0)

- 6.4 *Executive Director Position:* Executive Director Moreno reviewed the staff report, and she and District Counsel Gantenbein answered questions from the Directors.

Motion: Adopt the recommendations as presented for updates to the Executive Director Job Description Evaluation Template and Evaluation Schedule. (Entin/Loera; 5-0-0)

- 7. Board Member, Associate Director, Committee, and Executive Director Reports:** Board President Maitski shared an update and Executive Director Moreno confirmed that President Maitski and Director Loera will be attending the CARCD conference and annual meeting scheduled to begin on November 18, 2025.
- 8. New Business/Items for Next Agenda:** The Board changed the next meeting date to November 5, 2025, to accommodate Director scheduling conflicts.
- 9. Meeting adjourned at 7:34 p.m. to the November 5, 2025 meeting.**
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Consent Agenda Items

Action Items:

- 4.1 Approve minutes for the July 9, 2025 Special Board meeting.
- 4.2 Approve minutes for the August 12, 2025 Special Board meeting.
- 4.3 Authorization of reimbursement of expenses for two Directors to attend the CARCD annual conference and general membership meeting (registration/2 nights lodging/travel) scheduled for November 18-20, 2025 in Sacramento, CA; estimated costs \$2,500.
- 4.4 Adopt the revised *District Director Policy* (formerly titled the *Director Duties and Responsibilities Policy*).
- 4.5 Adopt the FY25-26 Annual Work Plan.
- 4.6 Ratify execution of a professional services agreement with Midpeninsula Regional Open Space District (MidPen) to support the District's review of a third-party mitigation project proposed by the Peninsula Corridor Joint Powers Board (JPB) at Hicks Creek in Sierra Azul Open Space Preserve, and execution of an amendment to the agreement with Applied River Sciences (formerly, McBain Associates) for estimated costs of services to perform technical review of 30% to 90% designs prepared by JPB and its consultant team for HCRCMP; ARS services estimated at \$23,324; administrative costs provided in-kind by District.
- 4.7 Authorize the Board President to submit written comments to SGC's Agricultural Land Equity Task Force regarding its draft recommendation to amend Public Resources Code Division 9.

Information Only:

- 4.8 County of Santa Clara Finance Agency; *Quarterly Investment Report for Schools and Special Districts for the period ending June 30, 2025*; received September 2, 2025.
- 4.9 Santa Clara Valley Water District (Valley Water); *Extension of Valley Water's Stream Maintenance Program Renewal Draft SEIR Comment Period*; received September 3, 2025.
- 4.10 Santa Clara County Climate Collaborative; *Save the Date: Santa Clara County Climate Collaborative Fall In-Person Meeting*; scheduled for October 30, 2025.