

North Santa Clara Resource Conservation District (NSCRCD)

An independent special district of the State of California

**Regular Meeting of the Board of Directors
Thursday, September 4, 2025, at 5:45 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:** The meeting was called to order by President Maitiski. Directors present: : President Frank Maitiski, Vice President Gail Bautista, Director Jeannie Entin (arrived at 5:53 p.m.), Director Gerardo Ixteyo Loera, and Director Matt Roben. Executive staff present: Executive Director/District Clerk Stephanie Moreno and District Counsel Julie Gantenbein.
- 2. Meeting Agenda:**

Motion: Approve the agenda as presented. (Bautista/Roben; 4-0-0; 1 absent)
- 3. Public Comment – Matters Not on the Agenda:** None
- 4. Consent Agenda:**

Motion: Approve the consent agenda as presented. (Bautista/Loera; 4-0-0; 1 absent)
- 5. Partner Reports:** None
- 6. Public Hearing:** The Board President opened the public hearing on the status of district employee vacancies and recruitment and retention efforts as required by Assembly Bill 2561 (Government Code Section 3502.3). There were no public comments received and the hearing was closed.

Motion: Receive and file the status update report regarding the District’s vacancies, recruitment, and retention efforts. (Maitiski/Bautista; 5-0-0)
- 7. Programs and Projects:**
 - 7.1 *Farm and Ranch Resilience Program:* Executive Director Moreno reported on the status of USDA-NRCS grant agreement NR249104XXXXC035.
 - 7.2 *Program and Projects Update:* Executive Director Moreno encouraged the Directors to review the FY24-25 Annual Work Plan on the District’s website before the next meeting in preparation for adoption of the FY 25-26 Annual Work Plan.
- 8. Administration:**
 - 8.1 *FY 2025-26 Budget:* Executive Director Moreno presented the proposed budget and answered questions from Directors.

Motion: Approve the FY 2025-26 budget as presented and authorize the Executive Director to make line item adjustments needed to reconcile and close the books. (Loera/Entin; 5-0-0)
 - 8.2 *Personnel Policies:* District Counsel Gantenbein and Executive Director Moreno reviewed the recommendations for revisions to the *Personnel Policy and Procedures (Employee Handbook)* and the *Director Duties and Responsibilities Policy* and received feedback from the Board.

8.3 *California Association of Resource Conservation Districts (CARCD):*

Motion: Keep Board President Maitski as the primary CARCD delegate and the other four (4) Directors as the alternate CARCD delegates. (Roben/Bautista; 5-0-0)

8.4 *Board Meetings:* Directors confirmed they would be able to attend the regularly scheduled October 2, November 6, and December 4, 2025 meetings, with the exception of Director Roben who has a potential scheduling conflict for the November and December meeting dates.

9. Board Member, Associate Director, Committee, and Executive Director Reports: Directors reported on the success of the RCD-NRCS Local Work Group meeting they attended on August 21, 2025, and complimented District Conservation Program Coordinators Lopez and Peng on their support at the meeting. Director Roben requested that the District consider providing name tags for the Directors to use when they attend public meetings and events on behalf of the District.

10. New Business/Items for Next Agenda: The revised drafts for the *Personnel Policy and Procedures (Employee Handbook)* and the *Director Duties and Responsibilities Policy* will be placed on the next agenda for final approval.

11. Meeting adjourned at 8:33 p.m.

Consent Agenda

Action Items:

4.1 Approve minutes for the June 5, 2025 Regular Board meeting.

Information Only:

4.2 County of Santa Clara Finance Agency; *FY25 Year End Investment Information - Guadalupe*; received August 4, 2025.