



Guadalupe-Coyote Resource Conservation District (GCRCD)

An independent special district of the State of California

SUMMARY MINUTES

Special Meeting of the Board of Directors
Wednesday, July 15, 2020
6:00 p.m.

Rick Lanman, M.D.
President

Gary Jahns, Ph.D.
Vice-President

Tess Byler
Director

Bill Leikam
Director

John Vidovich
Director

Roger Castillo
Director Emeritus

Larry Johmann
*Associate Director
Director Emeritus*

Nathan Hale
Associate Director

Stephanie Moreno
*Executive Director
District Clerk*

Richard Roos-Collins
District Counsel

Julie Gantenbein
District Counsel

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NOTICE PERTAINING TO TELECONFERENCING AND PUBLIC ACCESS TO THE MEETING

Due to the Shelter-in-Place Order issued by Governor Gavin Newsom and the Santa Clara County Health Officer in response to COVID-19, this meeting was held via Zoom teleconference only, as permitted by the Governor's Executive Order N-29-20, Section 3. Call-in information for the meeting was provided on the agenda.

Note: Though agenda items may be considered out of order to accommodate the schedules of guest speakers and/or members of the public in attendance for a specific item, 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

Meeting was called to order at 6:01 p.m. by President Rick Lanman. Directors present: President Rick Lanman, Vice-President Gary Jahns, Bill Leikam and Tess Byler. Directors absent: John Vidovich. Staff present: Stephanie Moreno, Executive Director/District Clerk.

2. Approval of Agenda

Motion: Approve the agenda as presented. (Byler/Leikam; 4-0-0)

3. Public Comment

None

4. Consent Agenda

Executive Director Moreno requested that Items 4.1 and 4.2 be continued to the next meeting. Director Jahns and Director Leikam asked for additional explanation regarding Item 4.4. Director Lanman asked if there had been a response from Valley Water to Item 4.14. Executive Director Moreno stated that there had been an informal notification, but that a formal letter has not yet been received. Since the timeline set forth in the original notice has passed, she has asked District Counsel to prepare a follow-up letter for the President's signature.

Motion: Approve the consent agenda as amended. (Jahns/Byler; 4-0-0)

5. Programs and Projects

5.1 *Long Range Plan:* The Board reviewed and discussed the latest draft of 2019-2024 Long Range Plan.

Motion: Approve the Long Range Plan, with amendments to be made as discussed. (Leikam/Jahns; 3-0-1, with Director Byler abstaining.)

5.2 *GCRCD Community Grant Program:* The Board reviewed the policy and discussed parameters for opening the new grant cycle for FY 2020-21. The new cycle will open after the budget is approved and the grant application is updated to reflect the amended policy and new Long Range Plan. ; one-half of budget allocation will be made for the initial cycle, and a second cycle will be opened after mid-year review of the budget.

Motion: Approve the Community Grant Program Policy as discussed. (Jahns/Byler; 4-0-0)

Motion: Open grant cycle for FY 20-21 with two review periods, one to occur after the mid-year budget report. (Jahns/Byler; 4-0-0)

6. Administration

6.1 *Records Management:* Discussion regarding the Executive Director's recommendation to enter into a records *management* agreement with Corodata Records Management, Inc. for records storage and destruction. The item was continued for consideration at the same time as consideration of a records management policy.

6.2 *Website Update:* Executive Director Moreno reported that GCRCD and LPRCD were not eligible for the previous grant opportunity identified for a joint website through CivicPlus and the up-front cost would be more than she recommends at this time without additional funding, so as an interim measure, she is recommending she launch an interim website using a new domain name and free or low-cost website content management system. She estimated expenses up to \$1,500, including staff training and limited document migration, and would continue to seek additional funding for a more robust site.

Motion: Authorize the Executive Director to proceed with website development as recommended. (Byler/Leikam; 4-0-0)

6.3 *COVID-19 Response:* Discussion regarding time and dates for regular Board of Director meetings being held via Zoom. The Board agreed to temporarily hold Board meetings at 5:00 p.m. President Lanman has a conflict for the August 6th meeting. The Board decided to hold the next meeting on Tuesday, August 11, 2020, at 5:00 p.m.

6.4 *CARCD Membership:* Executive Director Moreno has received the new invoice for membership in the amount of \$5,000. She reviewed the Board's past decision regarding suspension of membership, and reported there is an option to write a letter requesting a lower dues amount. Various Directors indicated they do not feel the benefit of membership warrants amount of dues expected; no action taken.

6.5 *District Budget:* Executive Director Moreno reviewed the preliminary FY 2019-20 Statement of Activity and the proposed FY 2020-21 Budget. She reminded the Board that revenues and expenditures are posted on an accrual basis and that encumbered items show as expenses. She reviewed the reasons for differences between actuals and budgeted items and mentioned that the District may need to refund ERAF funding in the amount of approximately \$10,000 due to a funding formula discrepancy between the State and the County. She explained that the amount of her negotiated health insurance benefit was moved to an uncategorized line item until the Board addresses the federally-mandated change from group health insurance to Medicare. She recommended lowering the budgeted amount for property taxes due to the unknown impact to collection of property taxes as a result of COVID-19, and explained changes to the Service and

Supplies line items, including the reduction in certain line items (such as meeting refreshments and security), as a result of the move to online meetings, and the increase in Equipment and Furniture in order to replace the very old office computer and anticipate purchases that may be needed to ensure Directors have the necessary equipment to fully participate in the Zoom meetings. Director Byler asked for additional explanation as to why the projected revenue loss is less than cities are predicting ; Executive Director Moreno explained it is due to the diversity in their revenue streams as opposed to our single property tax base; she further indicated she will have a better idea of impacts to property taxes after the December tax installments are received and posted, which will be reported to the Board during the mid-year budget report. She also explained allocations within the Program and Projects line items, and confirmed that the Board wishes to keep the proposed allocation of \$10,000 in the community grant program line item.

Motion: Approve the budget as discussed, with a re-assessment during the mid-year budget report, which will be given after the first installment of property taxes has been collected and posted. (Byler/Jahns; 4-0-0).

7. Director/Associate Director/Staff Roundtable

7.1 Directors, Associate Directors and the Executive Director gave individual updates on topics and activities relevant to GCRC.

8. Meeting adjourned (8:03 p.m.) until August 11, 2020 at 5:00 p.m.

Consent Agenda

~~4.1 Approve minutes for the January 10, 2020 Special Board Meeting. Continued to next meeting.~~

~~4.2 Approve minutes for the January 31, 2020 Special Board Meeting. Continued to next meeting.~~

4.3 Accept District financial reports for March, April, May and June 2020.

Information Only:

4.4 County of Santa Clara; Treasury Investment Portfolio Status through December 31, 2020; dated February 10, 2020.

4.5 Executed agreement with the County of San Mateo for \$12,000; services related to joint San Mateo and Santa Clara Counties *Integrating Agriculture and Climate Mitigation* project; effective date of February 12, 2020.

4.6 GCRC Block Grant Application to CARCD; *Recovering and Sustaining Monarchs and Pollinators through Resource Conservation Districts*; dated February 28, 2020.

4.7 County of Santa Clara; Redevelopment Property Tax Trust Fund (RPTTF) June 1, 2020 Distribution Estimate; dated April 1, 2020.

4.8 Excess ERAF Distribution Amounts; dated April 12, 2020.

4.9 California Trout Letter of Opposition to AB3005 (R. Rivas); dated May 5, 2020.

4.10 GCRC Letter of Opposition to AB3005 (R. Rivas); dated May 5, 2020.

4.11 County of Santa Clara; Treasury Investment Portfolio Status through March 31, 2020; dated May 20, 2020.

4.12 Progress Report for CDFW Agreement P1830903 (*Open-Sourcing the Hydroperiod Water Balance Model*); dated May 29, 2020.

4.13 Notice from Santa Clara LAFCO; LAFCO Budget for FY 2020-21; dated June 8, 2020.

- 4.14 GCRCD Letter to Valley Water; Notice of Withdrawal from the Fish and Aquatic Habitat Collaborative Effort; dated June 9, 2020.
- 4.15 GCRCD Press Release; GCRCD Withdraws from Historic FAHCE Agreement; dated June 11, 2020.
- 4.16 Memorandum of Understanding with The Xerces Society; *Xerces Habitat Kits: California Monarch and Pollinator Kits*; dated June 11, 2020.
- 4.17 San Francisco Baykeeper/Citizens Committee to Complete the Refuge Letter of Opposition to AB3005 (R. Rivas); dated June 28, 2020.
- 4.18 GCRCD Filer Report; Form 700 Reports Filed for Filing Year 2019; dated June 29, 2020.
- 4.19 NGO Letter to Valley Water regarding the Safe, Clean Water and Natural Flood Protection Program; dated July 8, 2020.
- 4.20 California Trout Letter to Valley Water regarding July 14, 2020 Board Meeting, Agenda Item 2.7, Approval of Updated and Enhanced Safe, Clean Water and Natural Flood Protection Program for a Future Funding Measure (Continued from June 23, 2020); dated July 12, 2020.

DRAFT