

North Santa Clara Resource Conservation District (NSCRCD)

An independent special district of the State of California

Special Meeting of the Board of Directors Wednesday, November 5, 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:

- 1.1 *Determination of Quorum:* The meeting was called to order by President Maitski. Directors present: President Frank Maitski, Vice President Gail Bautista, Director Jeannie Entin, and Director Gerardo Ixteyo Loera (arrived at 6:09 p.m.). Directors absent: Director Matt Roben (excused). Executive staff present: Executive Director/District Clerk Stephanie Moreno and District Counsel Julie Gantenbein.
- 1.2 *Government Code 54953:* Discussion and possible action in the event a request is received from one or more Directors to participate remotely utilizing the *Just Cause or Emergency Circumstances* provisions of the Brown Act. No requests received.

2. Meeting Agenda: Executive Director Moreno requested that a typo on Consent Agenda Item 4.2 be corrected as follows: change “Special” to “Regular”.

Motion: Approve the agenda as amended. (Bautista/Entin; 3-0-0)

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

4. Consent Agenda:

Motion: Approve the consent agenda as presented. (Bautista/Entin; 3-0-0)

5. Partner Reports: Genevieve Yip, Valley Water, reported that their Flood Preparedness Partner Toolkit is now available.

6. Administration:

- 6.1 *CARCD 2025 Annual Business Meeting:* The Board reviewed the items scheduled for votes at CARCD’s annual business meeting and reinforced their position that as they have designated President Maitski as their delegate, they are relying on him to vote using his judgment.
- 6.2 *Executive Director Position:*
 - 6.2.1 *Job Description:* The Board reviewed the job description and discuss potential changes, including a change in title from Executive Director to District Manager to better reflect the District’s status as a public agency, and to move the District Clerk duties into a separate job description, even though the Executive Director is currently fulfilling that role. The Board continued final approval to the next meeting to allow for more time for review.
 - 6.2.2 *Evaluation Template:* The Board reviewed the existing evaluation template, and decided to establish the evaluation priorities for the 2025 calendar year as goals 1, 3, 4, 5 from the last page of the existing template. The final template will be placed on the December Board agenda for final approval.

7. Programs and Projects:

- 7.1 *2025-2030 Long Range Plan:* Executive Director Moreno gave an update on current status. The constituent questionnaire has not gone out yet because the formatting changes requested by the Board after it was developed are technical in nature, and there hasn't been time to make the changes given the other Board-driven deadlines. She inquired regarding the status of the logo that the committee was working on, and it was decided to put it on the December agenda for discussion.
- 7.2 *Other Programs and Projects:* Executive Director Moreno gave a report on the status of current and pending District programs and projects.

8. Board Member, Associate Director, Committee, and Executive Director Reports: Director Loera thanked Executive Director Moreno for providing the opportunity to attend the Open Space Authority's recent stakeholder convening on behalf of the District, and said he was impressed by the level of engagement and the knowledge of attendees. Executive Director Moreno reminded the Directors of the need to complete their mandatory ethics and harassment training, if they have not done so already, and that they would need to submit their 2025 Form 700's in the coming months. Conservation Program Coordinator Andrew Lopez commented on the SBCCC events he and Conservation Program Coordinator Teddy Peng recently attended.

9. New Business/Items for Next Agenda: Logo, evaluation template, job descriptions for District Manager and District Clerk.

10. Meeting Adjourned at 8:01 p.m.

Consent Agenda Items

Action Items:

- 4.1 Approve minutes for the August 21, 2025 Special Board meeting.
- 4.2 Approve minutes for the September 4, 2025 Regular Board meeting.
- 4.3 Accept quarterly financial report.
- 4.4 Authorize the Executive Director to respond to the City of San José's request for input regarding the scope and content of the environmental information relevant to the District to help inform preparation of the Environmental Impact Report for the *Pleasant Hills Golf Course Redevelopment Project*.

Information Only:

- 4.5 Santa Clara LAFCO; *Request for Review of Draft Request for Proposals for LAFCO's Countywide Water and Wastewater Service Review*; dated October 30, 2025.