



# Guadalupe-Coyote Resource Conservation District (GCRCD)

*An independent special district of the State of California*

## SUMMARY MINUTES

Regular Meeting of the Board of Directors  
Thursday, November 19, 2020 at 5:00 p.m.

### 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.

Rick Lanman, M.D.  
*President*

Gary Jahns, Ph.D.  
*Vice-President*

Tess Byler  
*Director*

Bill Leikam  
*Director*

John Vidovich  
*Director*

Roger Castillo  
*Director Emeritus*

Nathan Hale  
*Associate Director*

Larry Johmann  
*Associate Director  
Director Emeritus*

Stephanie Moreno  
*Executive Director  
District Clerk*

Richard Roos-Collins  
*District Counsel*

Julie Gantenbein  
*District Counsel*

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### 1. Call to Order

Meeting was called to order at 5:04 p.m. by President Lanman. Directors present for the meeting: President Rick Lanman, Vice-President Gary Jahns, and Director Bill Leikam. Directors Tess Byler and John Vidovich were absent. Staff present: Julie Gantenbein, District Counsel, and Stephanie Moreno, Executive Director/District Clerk.

### 2. Approval of Agenda

Executive Director Moreno requested that item 5.1.5 Personnel Policy be continued.

*Motion: Approve the agenda as amended. (Jahns/Leikam; 3-0-0; Byler, Vidovich absent)*

### 3. Public Comment: None

### 4. Environmental Justice

4.1 *Statement of Diversity and Inclusion:* The Board discussed goals for the next quarter. Executive Director Moreno reported on progress that she has made since the last meeting, and recommended sending a letter out to each of District's independent contractors advising them of the Board's commitment to diversity, equity and inclusion (DEI), and asking them to respond with the ways they are working on DEI within their organizations. The Board agreed; Ms Moreno will draft a letter for President Lanman's and District Counsel

Gantenbein's review, send the approved letter to District contractors, and report on responses at the March meeting. There was a discussion about the definition and meaning of environmental justice for the District, and the Board agreed that in addition to their original statement, it would be appropriate to adopt a policy for environmental justice; Ms Moreno will try to bring back a draft policy at the January meeting. President Lanman expressed concern that some people who would be good candidates for Director or Associate Director positions may be low-income and unable to participate in our meetings for a variety of reasons, and inquired about the possibility of providing scholarships or stipends to them. Ms Moreno responded that State law prohibits payment to RCD Directors, but perhaps there the Board could consider a stipend-supported intern program to provide interested candidates with opportunities to build their skills and confidence in tackling future leadership positions. Director Leikam expressed concern that some people, particularly those from other cultures, may not feel confident in offering their assistance or providing feedback, and Ms Moreno responded that the burden is on the District to find ways to connect with them and convince them of the value of their assistance and feedback.

Julie Hutcheson inquired about the District's usage of the term "Diversity and Inclusion" instead of using the more widely used phrase "Diversity, Equity and Inclusion", and made some suggestions about soliciting input from the communities the District is attempting to include.

## 5. Administration

### 5.1 District Policies:

5.1.1 *Bidding Policy*: The Board reviewed recommended changes to the policy and Executive Director Moreno responded to questions.

*Motion: Approve the resolution adopting the Bidding Policy as presented. (Jahns/Leikam; 3-0-0; Byler, Vidovich absent)*

5.1.2 *Director Duties and Responsibilities*: The Board reviewed recommended changes to the policy and Executive Director Moreno responded to questions.

*Motion: Approve the resolution adopting the Director Duties and Responsibilities Policy as presented. (Jahns/Leikam; 3-0-0; Byler, Vidovich absent)*

5.1.3 *Financial Policy*: Executive Director Moreno reviewed the recommended changes with the Board.

*Motion: Approve the resolution adopting the Financial Policy as presented. (Leikam/Jahns; 3-0-0; Byler, Vidovich absent)*

5.1.4 *Lactation Accommodation*: Executive Director Moreno explained the mandate for adoption of the policy; the Board reviewed the recommended policy (SB 142) and made two corrections.

*Motion: Approve the resolution adopting the Lactation Accommodation Policy as amended. (Jahns/Leikam; 3-0-0; Byler, Vidovich absent)*

5.1.5 *Volunteer*: The Board reviewed the recommended policy, and Executive Director Moreno inquired as to how they felt about the possibility of adding workers' compensation for Directors, Associate Directors and/or other volunteers. There was sufficient interest for Ms Moreno to do the research as to what other resource conservation districts are doing, and what the estimated cost would be.

Motion: Approve the resolution adopting the Volunteer Policy as presented. (Jahns/Leikam; 3-0-0; Byler, Vidovich absent)

- 5.2 **Employee Position and Budget Amendments:** Executive Director Moreno reviewed the recommendation to approve a program manager job description; add the position to the job classification schedule at a recommended salary range of \$30-\$40/hour; and amend the FY20-21 budget to include six-months of funding for a part-time (25-40 hours/month) person to assist with post-fire and conservation planning landowner programs and outreach. She indicated she needs to make a few changes to the document, and answered a question from a member of the public regarding the announcement for the position.

Motion: Approve the program manager job description as amended, the addition of the position to the job classification schedule at the recommended salary range of \$30-\$40/hour, and the amendment to the FY20-21 budget to include six-months of funding (budgeted at the high end of the salary scale) for a part-time (25-40 hours/month) person to assist with post-fire and conservation planning landowner programs and outreach, with the intent that the Executive Director seek additional grant opportunities to help fund and/or expand the position. (Leikam/Jahns; 3-0-0; Byler, Vidovich absent)

- 5.3 **Executive Director Employment Agreement:** President Lanman presented the Labor Negotiation Committee's recommended amended compensation agreement for the Executive Director and reviewed key points. He noted a couple of minor corrections to format that needed to be made.

Motion: Approve the Executive Director's compensation agreement as amended. (Jahns/Leikam; 3-0-0; Byler, Vidovich absent)

- 5.4 **Independent Special Districts Selection Committee (ISDSC):** Executive Director Moreno explained the purpose of the ISDSC, and the requirement to have the District's alternate representative formally appointed by the Board. President Lanman indicated he intends to attend the meeting and personally supports Yoriko Kishimoto to be the regular delegate to LAFCO, and wanted to make sure there was no objection from the Board; there was none.

Motion: Approve the resolution establishing the Vice-President as the District's alternate representative for ISDSC. (Leikam/Jahns; 3-0-0; Byler, Vidovich absent)

6. **Director/Associate Director/Staff Updates:** Directors, Associate Directors and the Executive Director gave individual updates on topics and activities relevant to GCRCD.

7. **Meeting was adjourned at 6:30 p.m. to December 3, 2020 at 5:00 p.m.**

### **Consent Agenda**

- 4.1 — ~~Approve minutes for the October 1, 2020 Regular Meeting.~~ *Continued to next meeting.*  
4.2 Approve minutes for the October 29, 2020 Special Meeting.