



**Guadalupe-Coyote
Resource Conservation District (GCRCD)**
An independent special district of the State of California

1560 Berger Drive, Room 211, San Jose, CA 95112
Phone: 408-288-5888 Email: gcrcd@gcrcd.org www.rcdsantaclara.org

To: GCRCD Board of Directors

From: Stephanie Moreno, Executive Director/District Clerk

Subject: *Item 9.2 District Board Meetings*

Date: May 4, 2023

Recommendation:

1. If the Board of Directors agrees to change the regular meeting hours for Board meetings, the following motion is recommended:

Adopt a resolution changing the location for the monthly Board meetings to 1560 Berger Drive, San Jose, California, and the regular meeting day and time from 6:00 p.m. on the first Thursday of the month to [new day of the month and time], effective June 2023, with the finding that it is the best interests of the District to set a regular meeting schedule that allows for maximum and balanced participation by volunteer Directors and Associate Directors as well as representatives from partner agencies and members of the public.

2. If the Board of Directors does not decide to change the regular meeting hours for Board meetings, the following motion is recommended to comply with Section 9309 of the Public Resources Code regarding the change in meeting location:

Adopt a resolution changing the location for the monthly Board meetings to 1560 Berger Drive, San Jose, California, effective with the June 2023 meeting.

Background:

Since 2014, the Board has opted to change its meeting day or time to accommodate Board member schedules a number of times:

- July 2014 2nd Wednesday @ 6:00 p.m.
- November 2014 2nd Monday @ 6:00 p.m.
- February 2017 2nd Thursday @ 6:00 p.m.
- February 2020 1st Thursday @ 6:00 p.m.
- August 2020 1st Thursday @ 5:00 p.m.
- March 2023 1st Thursday @ 6:00 p.m.

Attendance not related to specific agenda items gradually increased from 2014 to 2020 to the point where there would consistently be partner agencies and public members attending most in-person Board meetings. After the meetings started being held virtually with a 5:00 p.m. start time in late 2020, a substantial increase in public and partner agency participation was noted. As of the return to a 6:00

p.m. start time in March 2023, we are observing a drop-off in participation by partner agencies and members of the public.

Yesterday morning, I sent out request to executive directors and district managers who are subscribed to the CARCD listserv requesting information regarding their Board meetings. Due to the short turnaround, I only received 18 responses, but that total represents approximately 20% of the active RCDs statewide. Results are as follows:

- 11 Boards start their meetings before 5:00 p.m. (61%)
- 7 Boards start their meetings at 5:00 p.m. or later. (39%)
- NRCS is the most consistent partner agency to attend Board meetings.
- Attendance by other partner agencies appears to be more prevalent for morning and early afternoon meetings.
- There appears to be limited public participation regardless of the time of the meeting, but it was noted more often for morning and early afternoon meetings.
- Evening hours may be a limiting factor for staff participation.

Authorities:

The Board of Directors has the authority to change the time and date of its monthly meeting pursuant to Section 9309 of the Public Resources Code. The change is not effective until after a notice of the change is published pursuant to Section 6061 of the Government Code in a local newspaper of record.

In researching State code for this staff report, I discovered that the District must also adopt a resolution to change the location of its meetings.

Financial Considerations:

The District will need to publish a record of the change in location and/or date and time of the meeting, at an approximate cost of \$250.

Summary:

Given that the majority of Directors maintain full-time employment, it is reasonable to set the time of the meeting to accommodate their schedules. However, it also is important to acknowledge that in order for the District remain relevant and inclusive, consideration of a meeting day and time that facilitates greater participation by District partner agencies, stakeholders and constituents is important as the Board considers and implements long term goals and strategies.