

Humboldt
County



RESOURCE
CONSERVATION DISTRICT

Board of Directors Meeting

The Mission of the Humboldt County Resource Conservation District is to enhance and improve the sustainability of natural resources by educating, providing training, and assisting private and public landowners and land users.

AGENDA

Thursday, August 13, 2020

8:00 A.M.

VIDEO and TELECONFERENCE ONLY

(Items marked with * are attached to director packets.)

IMPORANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in Executive Order 33-20 and the County Public Health Officer to shelter in place to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The meeting will be conducted via teleconference. (See Executive Order 29-20)
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting via video conference or telephonically in the manner described below.

HOW TO OBSERVE THE MEETING:

The District is using Zoom to conduct the Board Meeting remotely. The public may observe the meeting from a desktop computer, mobile device, or telephone. You can learn more at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>. We recommend that you test out your device, internet connection, and Zoom app compatibility well before attempting to join the meeting.

If accessing from a mobile device or desktop computer, click the following link to join the meeting <https://us02web.zoom.us/j/86397595187?pwd=TnR6dldzVWJ6WUZQdmF1Y0ZuM1IPdz09>

If accessing from a **telephone**, you can listen to the meeting live by calling:

1 669 900 6833

Enter Meeting ID: 863 9759 5187 when prompted

Enter Passcode: 1987 when prompted

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to jillhcrccd@gmail.com before 8am on August 13, 2020, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence), prominently write "Read Aloud at Meeting" at the top of the email.

Contemporaneous Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for each attendee.

1. **CALL TO ORDER** – Dan Cohoon, Chairman

2. ROLL CALL

- _____ Dan Cohoon, Chairman
- _____ Gary Markegard, Vice-Chairman
- _____ Mark Moore, Secretary/Treasurer
- _____ Gary Belli, Director
- _____ Ryan Rice, Director
- _____ Lane Russ, Director
- _____ Zach Cahill, Director
- _____ Christine Manhart, Associate Director
- _____ Jill Demers, Executive Director
- _____ Curtis Ihle, Program Manager
- _____ Lauri Barnwell, Office Manager
- _____ Frances Tjarnstrom, Project Coordinator
- _____ Doreen Hansen, Watershed Coordinator
- _____ Jake Taulbee, Project Coordinator
- _____ Jon Shultz, NRCS District Conservationist
- _____ Jeff Stackhouse, University of California Cooperative Extension Rangeland Specialist

3. ADDITIONS OR CHANGES TO AGENDA (Gov. Code 54954.2(B))

4. PUBLIC COMMENT PERIOD

Any person may address the Board regarding any matter within the Board's jurisdiction that is not on the agenda. Speakers are asked to limit comments to three minutes. Members of the public may also comment on agenda items when they are discussed. (Gov. Code 54954.3(a))

5. INFORMATIONAL ITEMS

- 5.1 District Correspondence
- 5.2 District Director Updates and Announcements – Directors may provide updates on their activities related to the HCRCD such as other meetings attended and other relevant announcements.
- 5.3 NRCS Update – *Jon Shultz, NRCS District Conservationist*
- 5.4 UCCE Update - *Jeffery Stackhouse, Rangeland Specialist*

6. BOARD ACTION ITEMS

- 6.1 Review and action to approve Minutes for Regular Meeting of July 9, 2020*
- 6.2 Financial Reports
 - 6.2.1 Review and potential action to approve FY17/18 Audit *
 - 6.2.2 Review and potential action to approve August 2020 Financial Report*
 - 6.2.3 Review and potential action to approve FY 20/21 Fee-for-Service Rates*
- 6.3 Grant Applications - Board may act to direct staff to submit grant applications and accept project funding, if offered, as defined in the following resolutions:
 - 6.3.1 Resolution 20-10* endorsing the application to the Wildlife Conservation Board's Public Access Program for public access planning on Salt River Ecosystem Restoration Project - Riverside Ranch, and conditionally accepting grant if offered.

- 6.3.2 Resolution 20-13* endorsing the application to the Wildlife Conservation Board's Proposition 1 Stream Flow Enhancement Program to develop design plans for Williams Creek restoration and conditionally accepting grant if offered.
- 6.3.3 Resolution 20-14* endorsing the application to provide technical support to NRCS for the Salt River National Water Quality Initiative (NWQI) Watershed Assessment to meet NWQI program goals and conditionally accepting program funding if offered.

6.4 Agreements – Board may act to direct staff to enter into services agreements to retain or provide services related to goals and strategies identified in the District's Long-Range Plan:

- 6.4.1 CAL FIRE Grant Agreement 8GG19607 for *Improving Forest Health in the Yurok Community Forest and Salmon Sanctuary* Project Grant Agreement 8GG19607 Budget Summary*
- 6.4.2 Resolution 20-15* authorizing the HCRCD Executive Director to enter into a contract to retain Yurok Tribal Wildlife Department to provide Threatened and Endangered species monitoring to support implementation of the Improving Forest Health in the Yurok Community Forest and Salmon Sanctuary Project, Grant Agreement Number 8GG19607.
- 6.4.3 Resolution 20-16* authorizing HCRCD Executive Director to enter into a contract to retain Western Rivers Conservancy to provide services to facilitate the implementation and environmental compliance necessary to meet CEQA, NEPA and engineering requirements for the Improving Forest Health in the Yurok Community Forest and Salmon Sanctuary Project, Grant Agreement Number 8GG19607.
- 6.4.4 Resolution 20-17* authorizing HCRCD Executive Director to enter into a contract with the County of Humboldt for the HCRCD to provide services related to the assisting with data collection, and engagement with stakeholders, and developing the content of the Eel River Valley groundwater basin Groundwater Sustainability Plan.

7. SALT RIVER ECOSYSTEM RESTORATION PROJECT and WILLIAMS CREEK PLANNING*

8. RCD PROJECT UPDATES and STAFF REPORTS*

9. FUTURE AGENDA ITEMS

10. CLOSED SESSION – PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1).)

11. RECONVENE IN OPEN SESSION – Report any action taken in closed session (Gov. Code section 54957(1).)

12. NEXT REGULAR MEETING: Thursday, September 10, 2020 at 8 a.m.
Meeting location: Agricultural Center, 5630 South Broadway, Eureka, CA **or** Teleconference

13. ADJOURNMENT

Public Notice: In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the RCD at 707-296-3992. Notification at least 48 hours prior to meeting time will assist staff in assuring that reasonable accommodations can be made to provide accessibility at the meeting.

**HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
July 9, 2020
VIA TELECONFERENCE**

1. Teleconference meeting called to order at 8:03am by Dan Cohoon, Chairman
2. Roll Call

Present- Dan Cohoon, Chairman
Present- Gary Markegard, Vice-Chairman
Present- Mark Moore, Secretary/Treasurer
Absent- Gary Belli, Director
Present- Ryan Rice, Director
Present- Lane Russ, Director
Present- Zach Cahill, Director
Absent-Christine Manhart, Associate Director
Present- Jill Demers, Executive Director
Present- Curtis Ihle, Program Manager
Present- Lauri Barnwell, Office Manager
Present- Frances Tjarnstrom, Project Coordinator
Present- Doreen Hansen, Watershed Coordinator
Absent- Tim Bailey, Forest Health Watershed Coordinator
Present - Jake Taulbee, Project Assistant
Absent- Jon Shultz, NRCS District Conservationist
Absent- Jeff Stackhouse, University of California Cooperative Extension Rangeland
Present-Barbara Zabel, Zabel Trucking
Present- Richard Marx Construction Council

3. Remove item 5.4 and 5.5 UCCE and NRCS partner updates
4. No public comment received.
5. Informational Items
 - 5.1. District correspondence provided via email for review. Brief discussion of included items; National Association of Conservation Districts request for membership, LAFCO elections and board nominations, and Ocean Ranch Restoration Project.
 - 5.2. No Directors Updates.
 - 5.3. HCRCD has received County Health Department approval to reopen as part of COVID-19 Stage 2. Current guidance to staff remains one person per office space at one time. Operational plans have been updates and distributed. Discussion regarding future meetings using video conferencing options.
 - 5.4. No update.
 - 5.5. No update.
6. Board Action Items
 - 6.1. Motion by Director Markegard to approve the HCRCD Board of Directors meeting minutes of June 11, 2020. Second by Director Moore. Roll Call Vote: Cohoon-Aye, Markgard-Aye, Moore-Aye, Rice-Aye, Russ-Aye, Cahill-Aye Noes-None, Absent- Belli
 - 6.2. Financial Report

- 6.2.1. Presentation and discussion of Draft Fiscal Year 17/18 Annual Audit by Stacey Edgmon, Aycock and Edgmon CPAs. Ms. Edgmon provided an overview of each area of the audit as related to general operating, management, and project revenue and expenditures. Ms. Edgmon anticipates reporting two findings related to internal control procedures. Directors Russ and Moore to work with staff and auditor for review prior to approval of the 17/18 audit.
- 6.2.2. Motion by Director Markgard to accept and approve HCRCB financial report as presented. Second by Director Moore. Roll Call Vote: Cohoon-Aye, Markgard-Aye, Moore-Aye, Rice - Aye, Russ-Aye, Noes-None, Absent- Belli, Abstain- Cahill
Brief discussion held regarding expenditures reported for project bid advertising, legal fees for contract review, and pending payroll expenses due to staff changes.
- 6.3. June 2020 HCRCB Board of Directors Roster distributed as part of Board packet.
- 6.4. Grant Applications
 - 6.4.1. Resolution No. 20-10 endorsing the application to the Wildlife Conservation Board's 2020 Public Access Program for Salt River Ecosystem Restoration Project-Riverside Ranch. Director Russ requested further review and discussion of proposal prior to submitting to the WCB. Committee review to be scheduled. No additional action taken.
- 6.5. White Slough Wetland Enhancement Project
 - 6.5.1. Resolution 20-11 to award contract for the College of the Redwoods Soil Reuse at the White Slough Project. Five bids were received on June 29th for the excavation and hauling of soil from College of the Redwoods to the tidal berm construction at the US Fish and Wildlife Refuge. Figas Construction was the responsive and responsible low bidder at \$348,000. GHD Inc, White Slough construction management team and staff recommend awarding Figas Construction.
Motion by Director Markgard to accept and approve Resolution 20-11 to award Figas Construction the 2020 College of the Redwoods Soil Reuse at the White Slough Project contract. Second by Director Moore. Roll Call Vote: Cohoon-Aye, Markgard-Aye, Moore-Aye, Rice -Aye, Russ-Aye, Noes-None, Absent- Belli, Abstain- Cahill
 - 6.5.2. Resolution 20-12 to award contract for the White Slough Wetlands Enhancement 2020 Soil Transport Services. Four bids were received on July 2nd for the hauling of soil from Salmon Creek to the tidal berm construction at the US Fish and Wildlife Refuge. Nichols Trucking submitted the lowest bid, however on review Nichols did not have a current Department of Industrial Relations Registration as required at bid opening. GHD Inc, White Slough construction management team and staff recommend awarding to the second lowest bidder Zabel Trucking, as their bid documents meet all the necessary requirements.
Motion by Director Markgard to accept and approve Resolution 20-12 to award Zabel Trucking the White Slough Wetlands Enhancement 2020 Soil Transport Services contract. Second by Director Moore. Roll Call Vote: Cohoon-Aye, Markgard-Aye, Moore-Aye, Rice - Aye, Russ-Aye, Noes-None, Absent- Belli, Abstain- Cahill
7. Salt River Ecosystem Restoration Project and Williams Creek Planning
Salt River Ecosystem Restoration Project Staff has been coordinating with project funders regarding 2021 and future funding needs and the use of public funds to fund temporary, but necessary, project components. Board had requested that staff provide a project timeline for

2021 and future implementation. Staff anticipates providing the update during future Board of Directors meeting.

Williams Creek -

CDFW contract ended June 30th, and HCRC and consultants produced Alternatives Analysis, 10% designs, Project Narrative for outreach, and potential easement research. Work on the next CDFW grant fund for design and CEQA will start in July.

Previously submitted/pending grant applications:

- 1) 60% design and project permitting to the State Coastal Conservancy - no update
- 2) 90% design to National Fish and Wildlife Foundation - grant request not accepted
- 3) 90% - 100% designs and implementation funding (\$5.4 million total request) to CNRA Urban Flood Protection grant submitted June 15 - no update

Adaptive Management & Monitoring and Riverside Ranch -

WCB-funded Riverside Ranch Berm Alternatives Analysis project had meeting in June with CDFW and USFWS regarding technical scope of work. HCRC will solicit proposals per our procurement policy for engineering assistance and work with CDFW and USFWS to select the team. Riverside Ranch Committee has requested to meet with technical engineer.

HCRC staff submitted pre-proposal for potential public access planning and design for Riverside Ranch, which will meet a requirement of the Coastal Development Permit. Director Rice has request committee review of proposal.

HCRC staff is working to address maintenance activities during 2020, including repair work on a log structure in the 2019 project footprint, vegetation maintenance just downstream of the Ferndale Waste Water Treatment Plant and potential inter-planting of riparian plants in previously planted areas of the project footprint.

8. Project and staff updates provided via email to the Board of Directors. Brief update provided on Department of Finance Audit of Department of Water Resources Salt River closed contract and ongoing State Coastal Conservancy White Slough contract, contracting with CPAs for QuickBooks accounting software assistance, CALFire Yurok and Garberville fuel break projects, and Carbon Farm Plans.
9. Personnel-Executive Director annual review evaluation process discussed. Closed session to be held during August meeting.
10. Future agenda items: Annual Performance Evaluation of Executive Director, Staff to prepare Salt River activities timeline and review of Resolution 20-10.
11. Next Regular Meeting scheduled for Thursday August 13, 2020
12. Adjourned at 9:54 am.