



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, December 8, 2016

8:00 A.M.

Agricultural Center – Ag Commissioner’s Conference Room – 5630 South Broadway - Eureka
(Items marked with * are attached to director packets)

1. **CALL TO ORDER** – Dan Cohoon, Chairman
2. **INTRODUCTIONS**
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. **PRESENTATION:** Salt River Engineering Update – Jeremy Svehla, GHD
6. **DISTRICT CORRESPONDENCE** (Circulated at meeting)
Incoming:
 - NoneOutgoing:
 - Mark Lovelace, Chair, Humboldt County Board of Supervisors: Re-appointment of Gary Belli, Peter Bussman, Gary Markegard, and Mark Moore to Humboldt County Resource Conservation District Board of Directors
 - Kathy Hayes, Clerk of the Board, Humboldt County: Re-appointment of the Humboldt County Resource Conservation District Board of Directors by Board of Supervisors action
 - Jonathan Shultz, NRCS: Belli Permit status
 - William Lorenzen, SRERP update & fence status
7. **HCRCD DIRECTOR’S REPORTS, REQUESTS, OR ANNOUNCEMENTS**
 - 6.1 Reports from Other Meetings Attended by Board Members
 - 6.2 Board Requests for Future Agenda or Information Items
 - 6.3 Other Announcements from Board Members
8. **BOARD ACTION ITEMS**
 - 7.1 Minutes for meeting of November 10, 2016* presented for approval
 - 7.2 November Financial Report presented for approval (Handout)
 - 7.3 Oath of Office for Reappointed Directors
9. **OLD BUSINESS – ACTION**
 - 8.1 Reimbursement Policy*

8.2 Public Records Request Policy*

8.3 Fee for Service*

8.4 Procurement Policy*

8.5 Required Trainings: Ethics & Sexual Harassment Training – Establish a time to take trainings

10. NEW BUSINESS

9.1 Review Annual Calendar*

9.2 Review Long-Range Plan*

9.3 Review Annual Plan & Establish Process for updating for 2017*

9.4 Review Associate Director Policy

11. NRCS DISTRICT CONSERVATIONIST REPORT - *Jon Shultz, NRCS District Conservationist*

12. UCCE Report – *Jeffery Stackhouse, UCCE Livestock Advisor*

13. SALT RIVER PROJECT UPDATE* - *Staff*

14. DISTRICT STAFF REPORTS and RCD PROJECT UPDATES* – *Staff*

15. CLOSED SESSION - PERSONNEL (Gov. Code section 54957(b)(1).)

16. NEXT REGULAR MEETING: Thursday, January 12, 2016 at 8 a.m.

Meeting location: Agriculture Center Auditorium, 5630 South Broadway (Humboldt Hill exit) Eureka, CA

17. 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 707-442-6058 x 5. 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 Director's

November 10, 2016

Monthly Meeting Minutes

1. **Call to Order**-Dan Cohoon, Chairman 8:00 am

2. **Introductions-**

Directors Present: Dan Cohoon, Gary Markegard, Jim Renner, Gary Belli, Mark Moore

Directors Excused: Hugo Klopper, Pete Bussman

Staff Present: Jill Demers, Curtis Ihle, Lauri Barnwell, Doreen Hansen, Summer Daugherty, Frances Tjarnstrom

Staff Excused:

Guests: Jon Shultz-NRCS District Conservationist, Jeff Stackhouse-UCCE Livestock Advisor, Denver Nelson

3. **Additions or Changes to Agenda-**

None

4. **Public Comment-**

None Received

5. **District Correspondence-**

A summary letter to NRCS regarding current status of CNMPs and a request for permit extension to State Lands Commission for the Salt River Restoration Project were circulated for review and discussion.

6. **HCRC D Director's Reports, Request, or Announcements-**

No Director's reports or announcements.

Director Belli requested closed session to hold a personnel discussion at December Board of Director's Meeting.

7. **Board Action Items-**

7.1 Minutes for meeting of October 13, 2016 presented for approval

Motion by Director Markegard to approve Humboldt County Resource Conservation District Board Minutes as presented from October 13, 2016. Second by Director Belli. Ayes-Director, Cohoon, Renner, Moore Noes-None.

7.2 Financial Report presented for approval

Staff provided an update on status of all grants, funds availability, and potential funding. Discussion held on status of payments received and those in process from the funding agencies. Open grants were discussed and their role in current operations. An update was provided on current cash flow constraints and the measures being taken to keep the RCD staff and operations moving forward. Additional discussion held in regards to consultant and contractor contract budget tracking and competitive rates.

Motion by Director Markegard to approve Humboldt County Resource Conservation District staff recommendation to pay operating expenses as presented, continue to manage expenditures to reduce costs, retain contractor/consultant project payment retention, pay contractors/contractor invoices as matching funds are received and to request additional funds from Bertha Russ Lytle funds for operating expenditures pending receipt of additional outstanding contract payments and notification of HCRCD Executive Committee. Second by Director Belli. Ayes-Director Cohoon, Renner, Moore Noes-None.

7.3 Fiscal Year 2016/2017 Budget-Draft provided for review and discussion.

Motion by Director Markegard to approve Humboldt County Resource Conservation District Board draft 2016/2017 fiscal year budget. Second by Director Moore. Ayes-Director Cohoon, Renner, Belli Noes-None.

8. NRCS District Conservationist Report-Jon Shultz, District Conservationist-

Shultz provided the Board an update regarding current activities for contract oversight and field work through NRCS programs such as EQIP and WQI, farm bill as related to 2016 election results, and continued forward progress on an agreement as related to office space in the Humboldt County Agricultural Center Building. Discussion held addressing concerns of public perception between agencies and importance of working together to show a strong partnership.

9. UCCE Report-Jeff Stackhouse, UCCE Livestock Advisor-

Stackhouse provided the Board an update on UCCE administrative staff, development of a Wildlife working group, prescribed fire and pesticide workshop, and policy success as related to forestry.

10. Salt River Project -

Update provided by HCRCD Executive Director Demers. The HCRCD and partnership agencies are continuing to work together to ensure a positive relationship with landowners, ensure transparency and a successful project in 2017. Necessary landowner documents and design plans are being finalized in preparation for implementation of the Salt River Restoration Project -Phase Upper 2A. Maintenance and monitoring continue as required by permitting agencies, Salt River Project permit requirements, and in preparation for construction.

11. District Staff Reports and RCD Project Updates-

Summary of District activities provided in Board packet. Brief update provided on the HCRCD's continuing work with the County of Humboldt on ground water monitoring. Staff will be attending the CARCD Conference in November.

12. Board of Directors Annual Organization Session

- Review Board Roster and Reappointment of Directors

Motion by Director Moore to accept and approve the current Humboldt County Resource Conservation District Board of Director to serve another four-year term and submit letters of support to the County of Humboldt for re-appointment of those Directors. Second by Director Belli. Ayes-Director Cohoon, Renner, Markegard Noes-None.

- Review Department of Conservation Draft RCD Good Governance Standards
Staff provided information to the Directors regarding the proposed Department of Conservation RCD an accreditation program to meet Tier 1 RCD Standards. This voluntary application process for RCDs will be linked to a funding opportunity through the Department of Conservation for RCDs to assist RCDs with capacity building efforts and meeting additional organizational objectives. To meet the proposed Tier 1 standards, current policies will need to be reviewed and updated, as well as additional policies developed. Policies needing updating or development include the Reimbursement, Public Records Request, Associate Director, Procurement/Bidding, and Fee-for-Service policies.

Motion by Director Markegard to authorize Humboldt County Resource Conservation District staff to review and develop policies in efforts to meet the proposed Tier 1 standards set forth by the Department of Conservation. Second by Director Renner. Ayes-Director Cohoon, Moore, Belli. Noes-None.

- Determine any additional policies
No additional policies were determined necessary at this time.
- Receive nominations and elect officers to serve a one-year term
Motion by Director Markegard to accept and approve the current Humboldt County Resource Conservation District Board of Director's Officers to serve another one-year term. Second by Director Renner. Ayes-Director Cohoon, Moore, Belli. Noes-None.
- Committees
Motion by Director Markegard to accept and approve the current Humboldt County Resource Conservation District Board of Director's Ad Hoc committee and establish a Facilities Committee to work with NRCS on potential office renovations and/or locations. Second by Director Renner. Ayes-Director Cohoon, Moore, Belli. Noes-None.
- Establishment of performance guidelines for Executive Director.
Board of Director's personnel performance evaluation of the Executive Director will be completed annually on the anniversary date of hire.

13. **Next Regular Meeting**-December 8, 2016 8 am Humboldt Agricultural Building

14. **Adjourned**- 9:45 am