

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, July 8, 2021

8:00 A.M.

## VIDEO and TELECONFERENCE

(Items marked with \* are attached to director packets. Packets may be requested by contacting the RCD at 707-442-6058 x 5 or emailing [hcrd@yahoo.com](mailto:hcrd@yahoo.com)).

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>

Meeting ID: 863 9759 5187

Passcode: 1987

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

To mute or unmute yourself on a telephone, press \*6

### HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to [jillhcrd@gmail.com](mailto:jillhcrd@gmail.com) before 8am on the day of the meeting, 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. The chat feature within Zoom will also be monitored for comments submitted during the meeting.

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

2. **ROLL CALL - HCRCD Board and Staff**

\_\_\_\_\_ Dan Cohoon, Chairman

\_\_\_\_\_ Ryan Rice, Vice-Chairman

\_\_\_\_\_ Mark Moore, Secretary/Treasurer

\_\_\_\_\_ Gary Belli, Director

\_\_\_\_\_ Lane Russ, Director

\_\_\_\_\_ Zach Cahill, Director

\_\_\_\_\_ Christine Manhart, Director

\_\_\_\_\_ Jill Demers, Executive Director

\_\_\_\_\_ Curtis Ihle, Program Manager

\_\_\_\_\_ Frances Tjarnstrom, Project Coordinator

\_\_\_\_\_ Doreen Hansen, Watershed Coordinator

\_\_\_\_\_ Jake Taulbee, Project Coordinator

\_\_\_\_\_ Julia Sullivan, Forest Health Watershed Coordinator

\_\_\_\_\_ Anita Hipp, Office Manager

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 COVID Update – *Jill Demers, Executive Director*

5.4 NRCS Update – *Jon Shultz, NRCS District Conservationist*

5.5 USFWS Partners and Coastal Programs Update - *Conor Shea, PE, Hydrologist*

6. **BOARD STANDING ACTION ITEMS**

6.1 Review and potential action to approve Minutes for Regular Meeting of June 10, 2021\*

6.2 Financial Reports - Review and potential action to approve July 2021 Financial Report

7. **NEW BUSINESS – ACTION**

7.1 Review and possible action to approve FY 21/22 budget\*

7.2 Review and possible action to approve FY 21/22 fee for service rates\*

7.3 Review and possible action to approve Resolution 21-05\* – Resolution of the Humboldt County Resource Conservation District in the Matter of Uniform Public Construction Cost Accounting Procedures

8. **OLD BUSINESS - ACTION**

*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 or email [hrcrd@yahoo.com](mailto:hrcrd@yahoo.com). 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.*

- 8.1 Executive Director's report and possible board action to declare a continuation of the emergency related to Blue Creek Bridge\*
- 8.2 Long-Range Plan\* – Review and possible action to approve new Vision and Mission Statements and discussion and possible action on next steps to complete the plan.
- 8.3 Possible action to appoint a Board representative to the Northwest CA RC&D Council\*
- 8.4 NRCS Local Working Group Meeting – August 25<sup>th</sup>, 2021 to focus on forestry issues.
- 9. SALT RIVER ECOSYSTEM RESTORATION PROJECT and WILLIAMS CREEK PLANNING\* - ACTION**
  - 9.1 Discussion and possible action regarding status of Salt River implementation and Williams Creek planning
  - 9.2 Staff presentation on Salt River Adaptive Management Plan
- 10. RCD PROJECT UPDATES and STAFF REPORTS\***
- 11. FUTURE AGENDA ITEMS**
  - 11.1 Possible action to NRCS Operations Agreement
  - 11.2 Possible action to update Construction Bidding Policy
- 12. NEXT REGULAR MEETING: Thursday, August 12, 2021 at 8 a.m.**  
Meeting location: TBD
- 13. ADJOURNMENT**

Humboldt County Resource Conservation District  
Board of Directors Monthly Board Meeting Minutes  
Video and Teleconference  
June 10, 2021

1. Called to Order by Chairman Dan Cohoon at 8:03am
2. Roll Call-
  - Dan Cohoon, HCRCO Chairman-Present
  - Ryan Rice, HCRCO Vice Chariman- Absent
  - Mark Moore, HCRCO Secretary/Treasurer- Present
  - Gary Belli, HCRCO Director-Absent
  - Lane Russ, HCRCO Director- Present
  - Zach Cahill, HCRCO Director- Present
  - Christine Manhart, HCRCO Director-Present
  - Jill Demers, HCRCO Executive Director- Present
  - Curtis Ihle, HCRCO Program Director- Present
  - Anita Hipp, HCRCO Office Manager- Present
  - Frances Tjarnstrom, Project Coordinator- Present
  - Doreen Hansen, Watershed Coordinator- Present
  - Julia Sullivan, Forest Health Coordinator- Present
  - Jake Taulbee, Project Assistant- Present
  - Conor Shea – USFWS
  - Cashel Villa - USFWS
  - Jon Shultz – NRCS
  - Kathy Phillis - Public
  - Brett Jones - JJACPA
3. Additions or Changes to the Agenda: None
4. No public comments received.
5. Informational Items-
  - 5.1. District correspondence received the past month included letters from:
    - SDRMA – Liability and Workers Compensation Insurance
  - 5.2. District Director Updates and Announcements were made.
    - None
  - 5.3. NRCS District Conservationist Jon Shultz provided the following updates:
    - EQIP - Last round of applications. Thirty-five applications from Humboldt (a few from Del Norte).
    - An EQIP Drought program will be developed
    - Building Update – USDA moving to 322 West 15<sup>th</sup> Street – old Eureka DMV office. Likely that the HCRCO can continue to co-locate with NRCS – 3 office spaces/suite available. Floorplan is being developed. HCRCO can have input into plans. Director Moore volunteered to provide office space input.

- 5.4. USFWS Conor Shea provided the following updates:
- A meeting was held to review alternatives of the Riverside Ranch Berm project with the landowner and adjacent landowners. The project should be completed this summer. A late July or August presentation is anticipated.
  - USFWS Refuge – Mad River Slough Demello Parcel Restoration Project will be presented by USFWS representatives during next agenda item. Requests RCD to be administrator for grant.
6. New Business
- 6.1. Mad River Slough Demello Parcel Restoration Project. Cashell Villa and Conor Shea presented the project, located on Mad River Slough; a parcel previously owned by CalTrans. USFWS requests that HCRCD be CEQA lead and administrator of grant funds. Motion to authorize HCRCD to act as fiscal sponsor via an agreement with the State Coastal Conservancy and act as CEQA lead agency for the Project by Mark Moore; 2<sup>nd</sup> Christine Manhart. Roll Call Vote: Cohoon-Aye, Moore-Aye, Manhart-Aye, Cahill – Aye, Russ - Aye. Noes-None. Absent-Belli and Rice.
- 6.2. Review FY 2018/19 Audit conducted by JJCPA. Brett Jones (JJCPA) presented and reviewed the audit. Motion to accept and file the 2018/19 audit by Mark Moore; 2<sup>nd</sup> Lane Russ. Roll Call Vote: Cohoon-Aye, Moore-Aye, Manhart-Aye, Cahill – Aye, Russ - Aye. Noes-None. Absent-Belli and Rice.
7. Old Business
- 7.1. Continuation of emergency declaration related to Blue Creek Bridge – Executive Director Demers provided an update and recommend emergency declaration related to Blue Creek Bridge be continued. Motion to extend the emergency designation for an additional month by Christine Manhart; 2<sup>nd</sup> Moore. Roll Call Vote: Cohoon-Aye, Moore-Aye, Manhart-Aye, Cahill – Aye, Russ - Aye. Noes-None. Absent-Belli and Rice.
- 7.2. Long Range Plan review of Vision and Mission statements. Board requested that versions of the Vision and Mission statements be sent to board members and request feedback in 2 weeks. Board members request that further meetings continue to complete the long-range plan. No action.
- 7.3. Appoint a Board representative to the Northwest CA RC&D Council. The Board requests further information about the Council, and a staff recommendation is requested.
- 7.4. NRCS Local Working Group meeting. Will continue to have this as a standing agenda item.
8. Board Standing Actions
- 8.1. Board Minutes: Motion by Director Moore to approve the HCRCD Board of Directors regular monthly meeting minutes of May 13, 2021. Second Christine Manhart. Roll Call Vote: Cohoon-Aye, Moore-Aye, Manhart-Aye, Cahill – Aye, Russ - Aye. Noes-None. Absent-Belli and Rice.
- 8.2. Financial Report: Approve Staff Recommendation as outlined in the financial report: Motion by Director Moore to approve the staff recommendation in the HCRCD Board of Directors financial report presented on March 11, 2021. Second by Director Manhart. Roll Call Vote: Cohoon-Aye, Moore-Aye, Manhart-Aye, Cahill – Aye, Russ - Aye. Noes-None. Absent-Belli and Rice.
9. Salt River Ecosystem Restoration Project and Williams Creek Planning
- 9.1. Discussion of Salt River and Williams Creek planning and Riverside Ranch berm analysis.
- 9.2. Salt River Adaptive Management Plan presentation – delayed until next Board meeting.

10. RCD Project Updates – staff provided update on administrative activities and HCRCO projects.
11. Future Agenda Items
  - 11.1. Possible action to approve NRCS Operation Agreement
  - 11.2. Fiscal year 2021/22 planning and FY 2021/22 budget
  - 11.3. AMP presentation
12. Next Regular Meeting- Thursday July 8, 2021 at 8:00am; Meeting location TBD pending COVID 19 guidance from the State.
13. Meeting Adjourned at 10:00am