

Humboldt
County



RESOURCE
CONSERVATION DISTRICT

Board of Directors Meeting

The mission of the Humboldt County Resource Conservation District is to assist private and public landowners in the planning, design, and implementation of soil, water, and forest resource conservation practices to improve and enhance natural and working lands in Humboldt County

REGULAR MEETING: AGENDA

Thursday, November 9, 2023

8:00 A.M.

(Items marked with * are attached to director packets. Packets may be requested by contacting the HCRCD at 707-442-6058 x 5 or emailing jillhcrccd@gmail.com.)

LOCATION: HUMBOLDT AGRICULTURAL CENTER

5630 South Broadway

Eureka, CA 95503

OR

TELECONFERENCE via ZOOM & TELEPHONE

The public may observe the meeting from a desktop computer, mobile device, or telephone.

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

To raise your hand on a telephone, press *9

HOW TO SUBMIT PUBLIC COMMENTS:

Before the Meeting: Please email your comments to jill@hcrccd.org 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 Chair or designee will announce the opportunity to make public comments and identify the cut off time for each attendee. Attendees may also "raise" their hand in Zoom or via telephone by pressing *9 to make comments. The chat feature within Zoom will also be monitored for comments submitted during the meeting.

1. **CALL TO ORDER** – Christine Manhart, Chair
2. **ROLL CALL**
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. **CONSENT CALENDAR - ACTION**
 - 5.1 Approve Minutes for Regular Meeting of October 12, 2023*
 - 5.2 Approve Minutes for Regular Executive Committee & Finance Committee meeting of October 25, 2023*
 - 5.3 Approve Professional Services Agreement between County of Humboldt and HCRCD for Six Rivers National Forest Good Neighborhood Agreement Supplemental Project Agreement*
 - 5.4 Approve Subaward for the Knob Fire (2021): Emergency Forest Restoration Team Development for Post Fire Restoration Teams to Support Non-industrial Forest Landowner Assistance*
 - 5.5 Approve Subaward for the Six Rivers Lightening Complex Fire (2022): Emergency Forest Restoration Team Development for Post Fire Restoration Teams to Support Non-industrial Forest Landowner Assistance*
6. **ITEMS PULLED FROM CONSENT CALENDAR - Action**
7. **INFORMATIONAL ITEMS**
 - 7.1 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.
 - 7.2 District Correspondence
 - 7.3 UCCE / Prescribed Fire Liability Update – *Lenya N. Quinn-Davidson, UCANR Fire Network Director*
 - 7.4 NRCS Update – *Todd Golder, NRCS District Conservationist*
 - 7.5 Update on HCRCD draft pre-proposal to the Cannabis Restoration Grant Program* – *Jill Demers, HCRCD Executive Director*
 - 7.6 HCRCD Project Updates and Staff Reports* – *Jill Demers, HCRCD Executive Director*
8. **NEW BUSINESS – Action**
 - 8.1 November 2023 Financial Report and Staff Recommendations to approve reserve for payroll and tax liabilities and approve and issue payments for operating expenses and contractor payments as outlined in financial report.
 - 8.2 Review and possible action to approve FY 23/24 Budget Packet*
 - 8.2.1 Review and possible action to modify or approve FY 2022/2023 net position and unaudited financial reports
 - 8.2.2 Review and possible action to modify or approve designation of fund balances for FY 2023/2024
 - 8.2.3 Review and possible action to modify or approve Budget for FY 2023/2024
 - 8.2.4 Review and possible action to update fee-for-service rates for FY 2023/2024
 - 8.3 Review and possible action to engage Maze & Associates to provide audit services for fiscal year ending June 30, 2023*
9. **OLD BUSINESS – Action - NONE**

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 admin@hcr cd.org. 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.

- 10. FUTURE AGENDA ITEMS**
- 11. NEXT REGULAR MEETING: December 14, 2023**
Meeting location: Humboldt Agricultural Center
- 12. ADJOURNMENT**

Agenda Item #5.1 (Consent)
For Regular Board Meeting of: November 9th, 2023

Humboldt County Resource Conservation District
Board of Director's Monthly Board Meeting Minutes
Humboldt Agricultural Center, 5630 South Broadway, Eureka, CA 95503
or Teleconference via ZOOM and Telephone
October 12, 2023

1. Call to Order: Chair Christine Manhart at 8:01am
2. Roll Call
 - HCRCRD Board: Christine Manhart (Chair), Lane Russ (Vice Chair), Mark Moore (Secretary), Dan Cohoon, Jim Cotton and Zach Cahill
 - HCRCRD Directors Excused: Reid Cody
 - HCRCRD Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Doreen Hansen, Anita Hipp, Katherine Rynearson and Alyssa Owens, Katrina Henderson (arrived 8:30am)
 - HCRCRD Staff Excused: Jake Taulbee, Cessair McKinney, Charlotte Favre
 - Guests: In-Person: Todd Golder (NRCS), Dominic Pignata (NRCS)
 - Virtual: Cindy Berryum CPA CDSM with Eide Bailly, Kathy Phillis
3. Additions or Changes to the Agenda: None
4. Public Comment: None
5. Consent Calendar:
 - 5.1. Approve Minutes for Regular Meeting of August 10, 2023*
 - 5.2. Approve Minutes for the Special Meeting on August 25, 2023*
 - 5.3. Approve Minutes for the Special Meeting on September 5, 2023*
 - 5.4. Approve Minutes for Regular Executive Committee & Finance Committee meeting of September 27, 2023*
 - 5.5. Resolution No. 23-15 approving the application for funds from the Department of Commerce National Oceanic and Atmospheric Administration's (NOAA) Restoring Fish Passage through Barrier Removal Grants for the Russ Creek and Centerville, Smith Creek, and Salt River Projects in the Lower Eel River and conditionally accepting grant, if offered.*

Motion to accept the Consent Calendar (items 5.1, 5.2, 5.3, 5.4, and 5.5) as a Slate vote by Director Cotton; Seconded by Director Moore. Ayes: Directors Manhart, Russ, Cohoon, Cahill, Cotton. Noes: None. Abstain: None. Absent: Cody. Passed unanimously.
6. Items pulls from the Consent Calendar: None
7. Informational Items:
 - 7.1. Board Member Fiscal Responsibilities Presentation by Cindy Berryum, CPA, CDSM with Eide Bailly. Fiduciary Responsibilities, Board Documents, and Financial Statement procedures were reviewed.
 - 7.2. District Director Updates and Announcements: Director Cotton provided update on Policy Ad Hoc Committee with a focus on Procurement Policies.
 - 7.3. District Correspondence – None
 - 7.4. NRCS Update – Todd Golder, NRCS District Conservationist gave updates on the progress of the new building, the Spring Development Workshop, new employees, and contracts.
 - 7.5. Forest Management Plan Assistance Application presentation by Katrina Henderson, HCRCRD Project Coordinator on the description of the Forest Management Plan (FMP) Program. Seven (7) applications have been received at this time. First round closes October 19th.

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Board of Director's Monthly Board Meeting Minutes
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- 7.6. California Small Agricultural Business Drought and Flood Relief Grant Program presentation by Doreen Hansen, HCRCD Watershed Coordinator on the process local farmers can take to apply for these funding opportunities.
- 7.7. HCRCD Project Updates and Staff report presentation by Jill Demers HCRCD Executive Director
8. New Business:
 - 8.1. October 2023 Financial Report presented by Jill Demers, HCRCD Executive Director – Motion to accept the Financial Report and Staff Recommendations by Director Moore; Seconded by Director Cohoon. Ayes: Directors Manhart, Russ, Cahill, Cotton and Cody. Noes: None. Abstain: None. Passed unanimously.
 - 8.2. FY 23/24 Budget presentation by Jill Demers, HCRCD Executive Director. It was decided to bring the FY 23/24 Budget to the next Finance Committee meeting on October 25th. Once reviewed, the FY23/24 Budget will be back on the Board Agenda for the November 9th Board Meeting for approval. The Fee-for-Service Rates were discussed and acted upon by the board.
Motion to accept the FY 23/24 Fee-for-Service rates by Director Russ; Seconded by Director Cotton. Ayes: Directors Manhart, Moore, Cohoon, Cahill, Cody. Noes: None. Abstain: None. Passed unanimously.
9. Old Business: None
10. Future Agenda Items
 - Policies Updates
 - Todd Golder, NRCS District Conservationist – presentation on Conservation Stewardship Program (CSP) – tentatively December 2023
 - Lenya Quinn-Davidson, UCCE Area Fire Advisor – Prescribed Fire Updates – tentatively November 2023
11. Next Regular Meeting: Thursday, November 9, 2023, at 8:00am
12. Adjournment of Meeting: 10:05am

Humboldt County Resource Conservation District
EXECUTIVE COMMITTEE & FINANCE COMMITTEE
REGULAR MEETINGS AGENDA

Wednesday, October 25, 2023 at 3:30 P.M.

LOCATION: Humboldt Ag Center, 5630 South Broadway, Eureka, CA

1. CALL TO ORDER: Chair Christine Manhart at 3:35pm
2. ROLL CALL
 - Christine Manhart, HCRCO Chair- Present
 - Lane Russ, HCRCO Vice Chair- Absent
 - Mark Moore, HCRCO Secretary/Treasurer - Present
 - Jill Demers, HCRCO Executive Director – Present
3. ADDITIONS OR CHANGES TO THE AGENDA: None
4. PUBLIC COMMENTS: None received.
5. NEW BUSINESS - ACTION
 - 5.1 Review and possible action to modify or approve FY 2022/2023 net position and budget vs actuals
 - 5.2 Review and possible action to modify or approve designation of fund balances for FY 2023/2024
 - 5.3 Review and possible action to modify or approve Budget for FY 2023/2024

Items 5.1 – 5.3 were discussed as a slate. Motion to recommend to the Board of Directors that they approve the 1) FY 2022/2023 net position and budget vs actuals, 2) fund balances for FY 2023/2024, 3) the Budget for FY 2023/2024 with minor modifications to budget, including updates to fee-for-service rates, by Mark Moore, 2nd by Christine Manhart. Ayes: Manhart, Moore; Absent: Russ.
 - 5.4 Review Auditor Proposals and possible action to recommend Auditor to Board of Directors

Motion to recommend to the Board of Directors that they approve the proposal provided by Maze and Associates to provide audit services for fiscal year ending June 30, 2023 by Christine Manhart, 2nd by Mark Moore. Ayes: Manhart, Moore; Absent: Russ.
 - 5.5 Review and discuss draft agenda for November 9th Board of Directors meeting

Draft agenda for November 9th Board of Directors meeting discussed.
6. ADJOURNMENT – by Chair Christine Manhart at: 4:38pm

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Professional Services Agreement between County of Humboldt and HCRCD for Six Rivers National Forest Good Neighborhood Agreement Supplemental Project Agreement

AGENDA SECTION: CONSENT

RECOMMENDATION

It is recommended by the Executive Director that the Board approve the Professional Services Agreement between County of Humboldt and HCRCD for Six Rivers National Forest Good Neighborhood Agreement Supplemental Project Agreement for \$40,000.

SUMMARY

The County of Humboldt has received funding through the US Forest Service (USFS) under a Good Neighbor Agreement Supplemental Project Agreement to support wildfire mitigation project development. The County, by and through its Department of Public Works – Natural Resources Planning Division, desires to retain HCRCD to assist with implementation of the project. These funds will support HCRCD staff and subcontractors continue coordination between Natural Resources Planning Division staff supporting the Humboldt County Fire Safe Council, Six River National Forest, and other local agencies and non-governmental organizations in the Greater Willow Creek Area to develop and implement wildfire mitigation projects.

The Greater Willow Creek area has been identified as a as Priority Landscape in Forest Service Wildfire Crisis Strategy and lands within the State Responsibility Area are very high fire severity zones as mapped by CAL FIRE. Likewise, this region has experienced a series of wildfires in the last several years. In the last year, HCRCD staff, working under CAL FIRE Fire Prevention Grant funding to increase the pace and scale of fuels reduction projects in Humboldt County (HCRCD contract #159), has developed positive and productive working relationships with partners in the Greater Willow Creek Area and secured a USFS Community Wildfire Defense Grant totaling \$5.2 million dollars to plan for and implement a suite of actions identified in the Humboldt County Community Wildfire Protection Plan (CWPP). The funds provided by the County of Humboldt will support continued engagement in the region and identification of the next phase of priority projects in coordination with critical regional partners.

FISCAL IMPACT

The professional services agreement provides \$40,000 for activities project activities. This is a fee-for-service contract and therefore will positively impact the General Fund in the current fiscal year. These funds have not been included in the budget presented for adoption at the November 9th Board meeting but will be incorporated into a future budget amendment.

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Subaward for the Knob Fire (2021): Emergency Forest Restoration Team Development for Post Fire Restoration Teams to Support Non-industrial Forest Landowner Assistance

AGENDA SECTION: CONSENT

RECOMMENDATION

It is recommended by the Executive Director that the Board approve the subaward for \$1,000,000 for the Knob Fire (2021): Emergency Forest Restoration Team Development for Post Fire Restoration Teams to Support Non-industrial Forest Landowner Assistance.

SUMMARY

The California Association of Resource Conservation Districts has been awarded grant funds from the US Forest Service (USFS) for the project generally described as: "Post Fire Disaster Recovery (2019-2022) Emergency Forest Restoration Team Development for Post Fire Restoration Teams to Support Non-industrial Forest Landowner Assistance." HCRCD is eligible to receive these funds as a subaward from CARCD to conduct forestry activities to aid in restoration and disaster response on private lands impacted by the Knob Fire (2021). All project activities must meet USFS legal authorities for cooperative forestry, which includes outreach, education, technical assistance and recovery work including hazard tree removal, removal of dead trees and fuels, preparation of sites for reforestation, revegetation, invasive plant control, fuels treatments, reforestation, wood product utilization, and maintenance of reforested area. The limitations of these funds include that these funds cannot be used towards individual landowner reimbursement or cost share program and activities must be on non-USFS lands.

FISCAL IMPACT

The subaward provides \$1,000,000 for activities and indirect cost associated with program activities. These funds have not been included in the budget presented for adoption at the November 9th Board meeting but will be incorporated into a future budget amendment.

It is not anticipated that approval of the subaward will impact the General Fund in the current fiscal year.

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Subaward for the Six Rivers Lightening Complex Fire (2022): Emergency Forest Restoration Team Development for Post Fire Restoration Teams to Support Non-industrial Forest Landowner Assistance

AGENDA SECTION: CONSENT

RECOMMENDATION

It is recommended by the Executive Director that the Board approve the subaward for \$3,476,444.32 for the Six Rivers Lightening Complex Fire (2022): Emergency Forest Restoration Team Development for Post Fire Restoration Teams to Support Non-industrial Forest Landowner Assistance.

SUMMARY

The California Association of Resource Conservation Districts has been awarded grant funds from the US Forest Service (USFS) for the project generally described as: "Post Fire Disaster Recovery (2019-2022) Emergency Forest Restoration Team Development for Post Fire Restoration Teams to Support Non-industrial Forest Landowner Assistance." HCRCD is eligible to receive these funds as a subaward from CARCD to conduct forestry activities to aid in restoration and disaster response on private lands impacted by the Six Rivers Lightening Complex Fire (2022). All project activities must meet USFS legal authorities for cooperative forestry, which includes outreach, education, technical assistance and recovery work including hazard tree removal, removal of dead trees and fuels, preparation of sites for reforestation, revegetation, invasive plant control, fuels treatments, reforestation, wood product utilization, and maintenance of reforested area. The limitations of these funds include that these funds cannot be used towards individual landowner reimbursement or cost share program and activities must be on non-USFS lands.

FISCAL IMPACT

The subaward provides \$3,476,444.32 for activities and indirect cost associated with program activities. These funds have not been included in the budget presented for adoption at the November 9th Board meeting but will be incorporated into a future budget amendment.

It is not anticipated that approval of the subaward will impact the General Fund in the current fiscal year.