

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, December 14, 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 jill@hcrd.org.)

LOCATION: HUMBOLDT AGRICULTURAL CENTER

5630 South Broadway

Eureka, CA 95502

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: 863 975 95187

Passcode: 1987

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

1 707 900 6833

Enter Meeting ID: 863 975 95187 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@hcrd.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 November 9, 2023*
 - 5.2 Approve Minutes for Regular Executive Committee & Finance Committee meeting of November 28, 2023*
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 Update on Mail Ridge Wildfire Resilience Project CAL FIRE Forest Health Application* – *Curtis Ihle, HCRCD Assistant Executive Director*
 - 7.4 Butte Creek/Buck Mountain Project CAL FIRE Forest Health Application* – *Curtis Ihle, HCRCD Assistant Executive Director*
 - 7.5 HCRCD Project Updates and Staff Reports* – *Doreen Hansen, HCRCD Program Manager*
8. **NEW BUSINESS – Action**
 - 8.1 December 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 2023 – 2024 Quarter 1 Budget vs Actuals*
9. **OLD BUSINESS – Action - None**
10. **FUTURE AGENDA ITEMS**
11. **NEXT REGULAR MEETING January 11, 2024**
Meeting location: Humboldt Agricultural Center
12. **ADJOURNMENT**

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
November 9, 2023

1. Call to Order: Chair Christine Manhart at 8:06am
2. Roll Call
 - HCRCDD Board: Christine Manhart (Chair), Lane Russ (Vice Chair), Dan Cohoon, Jim Cotton, and Reid Cody
 - HCRCDD Directors Excused: Mark Moore (Secretary/Treasurer), Zach Cahill
 - HCRCDD Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Doreen Hansen, Jake Taulbee, Katrina Henderson, Anita Hipp, Cessair McKinley, Katherine Rynearson and Alyssa Owens, Charlotte Favre
 - Guests: In-Person: Lenya Quinn-Davidson (UCANR Fire Network), Todd Golder (NRCS), Jim McCray (CalFire)
 - Virtual: Ross Dollarhide (CalFire), Kathy Phyllis
3. Additions or Changes to the Agenda: None
4. Public Comment: Kathy Phyllis asked about Figas signing Riverside Habitat Contract.
5. Consent Calendar:
 - 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 Forest Good Neighbor Flood Agreement Supplemental Project Agreement*
 - 5.4. Approve Subaward for the Job 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 Sycamore Rivers Lightning Complex Fire (2022): Emergency Forest Restoration Team Development for Post Fire Restoration Teams to Support Non-industrial Forest Landowner Assistance*

Motion to approve the Consent Calendar (items 5.1, 5.2, 5.3, 5.4, and 5.5) as a Slate by Director Cotton; Seconded by Director Cody. Ayes: Directors Manhart, Russ. Noes: None. Abstain: Director Cohoon. Absent: Director's Moore and Cahill. Passed unanimously, with assent.

Items pulled from the Consent Calendar: None

Informational Items:

 - 7.1. District Director Updates and Announcements: None
 - 7.2. District Correspondence – None
 - 7.3. UIC – Prescribed Fire Liability Update presented by Lenya N Quinn-Davidson, UCANR Fire Network Director on Prescribed Fire Liability in California.
 - 7.4. NRCS Update – Todd Golder, NRCS District Conservationist gave updates on the progress of the new building, new Conservation Stewardship Program (CSP), new employees, and contracts.
 - 7.5. HCRCDD draft pre-proposal to the Cannabis Restoration Grant Program update – an updated was provided by Jill Demers, HCRCDD Executive Director. Staff will bring a

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resolution before the Board prior to submitting a final grant application for board review and possible action.

7.6. HCRCDD Project Updates and Staff report presented by Jill Demers HCRCDD Executive Director

8. New Business:

8.1. November 2023 Financial Report presented by Jill Demers, HCRCDD Executive Director – Motion to accept the Financial Report and Staff Recommendations by Director Cotton; Seconded by Director Cohoon. Ayes: Directors Manhart, Russ, and Cody. Noes: None. Abstain: None. Absent: Director's Moore and Cahill. Passed unanimously.

8.2. FY 23/24 Budget Packet presented by Jill Demers, HCRCDD Executive Director

8.2.1. Review and action to approve FY 2022/2023 net position and unaudited financial reports

8.2.2. Review and action to approve designation of fund balances for FY 2023/2024

8.2.3. Review and action to approve budget for FY 2023/2024

8.2.4. Review and action to update fee-for-service rates for FY 2023/2024

Motion to accept the New Business (items 8.2.1, 8.2.2, 8.2.3, and 8.2.4) as a slate by Director Cohoon, Seconded by Director Cotton. Ayes: Directors Manhart, Russ, Cody. Noes: None. Abstain: None. Absent: Director's Moore and Cahill. Passed unanimously.

8.3 Review and approve action to engage Maze Associates to provide audit services for fiscal year ending June 30, 2023.

Motion to accept the New Business (item 8.3) by Director Russ, Seconded by Director Cotton. Ayes: Directors Manhart, Cohoon, Cody. Noes: None. Abstain: None. Absent: Director's Moore and Cahill. Passed unanimously.

9. Old Business: None

10. Future Agenda Items

- Jim Cotton, HCRCDD Director – Procurement Policies
- Todd Colde, HCRCDD District Conservationist – Updates

11. Next Regular Meeting: Thursday, December 14, 2023, at 8:00am

12. Adjournment of Meeting: 9:57am

Humboldt County Resource Conservation District

EXECUTIVE COMMITTEE & FINANCE COMMITTEE

REGULAR MEETINGS AGENDA

Tuesday, November 28, 2023 at 3:30 P.M.

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

1. CALL TO ORDER: Chair Christine Manhart at 3:43pm
2. ROLL CALL
 - Christine Manhart, HCRCD Chair- Present
 - Lane Russ, HCRCD Vice Chair- Absent
 - Mark Moore, HCRCD Secretary/Treasurer - Present
 - Jill Demers, HCRCD Executive Director – Present
 - Curtis Ihle, HCRCD Assistant Executive Director – Present
3. ADDITIONS OR CHANGES TO THE AGENDA: None
4. PUBLIC COMMENTS: None received.
5. INFORMATIONAL
 - 5.1 Update on Riverside Ranch property survey and Riverside Ranch Levee and Public Access Improvements Project – Staff provided summary of O’Hern property boundary survey results. CDFW owns the road parcel in fee title and the boundary has been determined; staff anticipates that project will be completed as currently scoped in plans released for bid this past summer. Figa Construction, the prime contractor, will begin pre-construction vegetation treatment this winter.
 - 5.2 Update on Mill Ridge Wildfire Resilience Project CAL FIRE Forest Health Application timeline
 - 5.3 Update on NICS Local Working Group meetings for 2024
6. NEW BUSINESS – ACTION
 - 6.1 Review and possible action to approve YTD budget vs actuals – Directors reviewed document and ask several questions. No action taken.
 - 6.2 Review and discuss draft agenda for December 14th Board of Directors meeting – Directors reviewed. No action taken.
7. ADJOURNMENT – by Chair Christine Manhart at: 4:51pm