

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, February 8, 2024

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 January 11, 2024*
 - 5.2 Approve Minutes for Regular Executive Committee & Finance Committee meeting of January 30, 2024*
 - 5.3 Approve North Coast Soil Health Hub Memorandum of Agreement and authorize Executive Director or designee to enter into the agreement*
 - 5.4 Approve Recommended Slate of Board of Director Officers and Committee Assignments*
 - 5.5 Approve contract modification for Lendistry Fee-for-Service Contract (Contract #175)*
6. **ITEMS PULLED FROM CONSENT CALENDAR - Action**
7. **NEW BUSINESS – Action**
 - 7.1 HCRCD Organizational Meeting*
 - 7.1.1 Terms - Discuss Directors' terms expiration dates and take possible action to regarding reappointment or potential vacancies.
 - 7.1.2 Distribute Conflict of Interest Policy and Form 700
 - 7.2 Discuss and potential action to adopt CalPERS 457 Plan Resolution*
 - 7.3 Review and approve February 2024 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. **OLD BUSINESS – Action – NONE**
9. **INFORMATIONAL ITEMS**
 - 9.1 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.
 - 9.2 District Correspondence
 - 9.3 NRCS Update – *Todd Golder, NRCS Eureka Field Office District Conservationist*
 - 9.3.1 Eureka Field Office Update
 - 9.3.2 CSP presentation
 - 9.4 HCRCD Project Updates and Staff Reports* – *Jill Demers, HCRCD Executive Director*
10. **FUTURE AGENDA ITEMS**
 - 10.1 HCRCD Policy Updates
 - 10.2 FY 23/24 Budget Modification and FY 24/25 Budget Preparation
 - 10.3 NOAA / NMFS Update
11. **NEXT REGULAR MEETING: March 14, 2024**
Meeting location: Humboldt Agricultural Center
12. **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 or email admin@hcrcd.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.

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
January 11, 2024

1. Call to Order: Chair Christine Manhart at 8:06am
2. Roll Call
 - HCRCD Board: Christine Manhart (Chair), Lane Russ (Vice Chair), Dan Cohoon, Zach Cahill
 - HCRCD Directors Excused: Mark Moore (Secretary), Jim Cotton, and Reid Cody
 - HCRCD Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Doreen Hansen, Jake Taulbee, Katrina Henderson, Anita Hipp, Cessair McKinney, Katherine Rynearson and Alyssa Owens, Charlotte Favre
 - Guests: In-Person: Shayne Green, Nick Robinson
 - Virtual: Kerry Reynolds (Trees Foundation), Kai Ostrow
3. Additions or Changes to the Agenda: remove agenda item 9.3 as NRCS representative is not in attendance.
4. Public Comment: None
5. Consent Calendar:
 - 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*
 - 5.3. Approve FY 2023 – 2024 Quarter 1 Budget vs Actuals*
 - 5.4. Review and approve 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 *

Motion to accept the Consent Calendar (items 5.1, 5.2, 5.3) as a Slate vote by Director Cohoon; Seconded by Director Cahill. Ayes: Directors Manhart, Russ. Noes: None. Abstain: None. Absent: Director's Moore, Cotton and Cody. Passed unanimously.
6. Items pulled from the Consent Calendar: Director Russ requested that 5.4 be pulled from the Consent Calendar. Executive Director Demers reviewed the December 2023 Financial Report and answered Director Russ' questions.
7. New Business:
 - 7.1. Executive Director Demers presented Resolution 24-01 for funding from the Forest Health Grant Program as provided through the California Climate Investments. This action was split into two motions. Public Comment in support of project by Kerry Reynolds (Trees Foundation) and Kai Ostrow.
 - 7.1.1 Approve modification of Resolution 24-01 ending date to March 31, 2030. Motion by Director Cohoon; Seconded by Director Cahill. Ayes: Director's Manhart, Russ. Noes: None. Abstain: None. Absent: Director's Moore, Cotton and Cody. Passed unanimously.
 - 7.1.2 Direct staff to provide a comprehensive application packet for board review and approval prior to execution of the grant contract, if awarded. Motion by Director Russ; Seconded by Director Cohoon. Ayes: Director's Manhart, Cahill. Noes: None. Abstain: None. Absent: Director's Moore, Cotton and Cody. Passed unanimously.

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- 7.2. Executive Director Demers presented an action to commit the HCRCDC as California Environmental Quality Act (CEQA) lead agency for the proposed Butte Creek/Buck Mountain Forest Health Project. Shayne Green and Nick Robinson reviewed the area maps, vegetation, and animal life.
Motion to accept the HCRCDC participation in the project by Director Cohoon; Seconded by Director Russ. Ayes: Director's Manhart, Cahill. Noes: None. Abstain: None. Absent: Director's Moore, Cotton and Cody. Passed unanimously.
- 7.3. Executive Director Demers presented Resolution 24-02 for action to approve the application for grant funds from the State Coastal Conservancy for the Developing Restoration Strategies for the Wilson Creek Watershed Project.
Motion to accept Resolution 24-02 by Director Cahill; Seconded by Director Russ. Ayes: Director's Manhart, Cohoon. Noes: None. Abstain: None. Absent: Director's Moore, Cotton and Cody. Passed unanimously.
- 7.4 Executive Director presented for approval the January 2024 Financial Report and Staff Recommendations.
Motion to accept the January 2024 Financial Report by Director Cohoon; Seconded by Director Cahill. Ayes: Director's Manhart, Russ. Noes: None. Abstain: None. Absent: Director's Moore, Cotton and Cody. Passed unanimously.
8. Old Business: None
9. Informational Items
 - 9.1. District Director Updates and Announcements – none
 - 9.2. District Correspondence - none
 - 9.3. NRCS Eureka Field Office Update – removed
 - 9.4. HCRCDC Project Updates and Staff Reports* – Staff report included in board packet
10. Future Agenda Items
 - 10.1. NRCS Presentation on CSP
 - 10.2. HCRCDC Policy Updates
 - 10.3. HCRCDC Organizational Meeting to Elect Officers and Committee Assignments
11. Next Regular Meeting: Thursday, February 8, 2024, at 8:00am
12. Adjournment of Meeting: 9:58am

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

Tuesday, January 30, 2024 at 3:30 P.M.

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

1. CALL TO ORDER: Chair Christine Manhart at 3:31 pm
2. ROLL CALL
 - Christine Manhart, HCRCD Chair- Present
 - Lane Russ, HCRCD Vice Chair- Present
 - Mark Moore, HCRCD Secretary/Treasurer - Absent
 - 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 NRCS Local Working Group meetings for 2024 – Meeting to be held on March 21st at 9:30am
 - 5.2 Status update on FY 22/23 Audit and Indirect Cost Allocation Rate Study - underway
 - 5.3 Status update on required financial filings (State Controller’s Office Financial Transaction Report and W-2 and 1099 filings) - submitted
6. NEW BUSINESS - ACTION
 - 6.1 Review, provide direction, and take possible action regarding financial staff job descriptions and hiring plan – discussed strategies for hiring and job descriptions modifications. No action. Staff will continue to move forward with hiring.
 - 6.2 Review and take possible action to approve YTD budget vs actuals – reviewed, no action as the figures need to be updated.
 - 6.3 Review and take possible action to approve North Coast Soil Hub Memorandum of Agreement and designate Executive Director as signatory – reviewed, recommended placing on Board of Directors agenda under Consent. Yes – CM, LR, Abs - MM
 - 6.4 Review and take possible action to recommend slate of Officers and Committee Assignments for Board of Directors consideration during Annual Organizational Meeting of February 8, 2024 – reviewed current officers and committees, recommended placing same slate on Board of Directors agenda under Consent. Yes – CM, LR, Abs - MM

- 6.5 Review and take possible action to modify draft agenda for February 8, 2024 Board of Directors Meeting – discussed agenda, no action taken.
7. ADJOURNMENT – by Chair Christine Manhart at: 4:41pm

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors
FROM: Jill Demers, Executive Director
SUBJECT: Approve North Coast Soil Health Hub Memorandum of Agreement and authorize Executive Director or designee to enter into the agreement
AGENDA SECTION: ACTION

RECOMMENDATION

Approve North Coast Soil Health Hub Memorandum of Agreement and authorize Executive Director or designee to enter into the agreement.

SUMMARY

The North Coast Soil Hub (NCSH) is a collaboration between the Resource Conservation Districts (RCDs) in California's Humboldt, Lake, Marin, Mendocino, Napa & Sonoma counties having the purpose of advancing soil health and agricultural resilience. The "North Coast" region refers collectively to these counties.

The RCDs party to this MOA have a long history of working together on conservation projects. Marin RCD was an early leader of carbon farm planning and implementation in the state and has inspired the development of similar program areas at neighboring RCDs. In 2015, Marin RCD coordinated a California Coastal Conservancy-funded effort to collaboratively develop and test carbon farm plan templates with neighbor RCDs for various types of agriculture in the North Coast region. In 2016, the RCDs in Mendocino, Napa, and Sonoma counties came together to form the NCSH to promote soil health related farming practices in a collaborative, regional manner, and to focus their initial work on vineyards. With the support of the Carbon Cycle Institute, the NCSH developed a three-year operational plan and budget, invited Humboldt, Lake, and Marin Counties to join the collaborative, and sought and was awarded funding to hire its first Soil Hub Coordinator.

It remains an ongoing challenge for NCSH member RCDs to secure adequate funding for the staff needed to support the development and implementation of carbon farm plans, education and outreach, and capacity building. Currently, the funding for the NCSH and each member RCD is primarily sourced from competitive government grants, with a much smaller fraction of the funding coming from fee-for-service agreements and donations. Grants, however, typically do not fund a number of activities that are vital to the on-going health of the NCSH and its member RCDs.

The purpose of this MOA is to establish procedures surrounding stewardship of the brand and identity of the collaborative, as well as fund development activities to raise unrestricted funds, donated services, or any other in-kind contribution in support of the work of the North Coast Soil Hub (NCSH) and partner

Resource Conservation Districts (RCDs) and to create mechanisms to distribute donated funds, goods, or services to the parties to this agreement in a transparent and effective manner.

FISCAL IMPACT

No impact to the General Fund.

Staff participation in the NCSH is funded under current grants and contracts. While the intent of the MOA is to set out procedures, there is no requirement imposed by MOA for any participating RCD to contribute unfunded time or resources to the NCSH.

Memorandum of Agreement Between the Parties of the North Coast Soil Hub, specifically, Marin Resource Conservation District, Gold Ridge Resource Conservation District, Sonoma Resource Conservation District, Mendocino County Resource Conservation District, Napa County Resource Conservation District, Lake County Resource Conservation District, and Humboldt County Resource Conservation District

Purpose of this Memorandum of Agreement (MOA)

The purpose of this MOA is to establish procedures surrounding stewardship of the brand and identity of the collaborative, as well as fund development activities to raise unrestricted funds, donated services, or any other in-kind contribution in support of the work of the North Coast Soil Hub (NCSH) and partner Resource Conservation Districts (RCDs) and to create mechanisms to distribute donated funds, goods, or services to the parties to this agreement in a transparent and effective manner.

Background

The North Coast Soil Hub (NCSH) is a collaboration between the Resource Conservation Districts (RCDs) in California's Humboldt, Lake, Marin, Mendocino, Napa & Sonoma counties having the purpose of advancing soil health and agricultural resilience. The "North Coast" region refers collectively to these counties. Each RCD party to this MOA is a Special District of the State of California.

The RCDs party to this MOA have a long history of working together on conservation projects. Marin RCD was an early leader of carbon farm planning and implementation in the state, and has inspired the development of similar program areas at neighboring RCDs. In 2015, Marin RCD coordinated a California Coastal Conservancy-funded effort to collaboratively develop and test carbon farm plan templates with neighbor RCDs for various types of agriculture in the North Coast region. In 2016, the RCDs in Mendocino, Napa, and Sonoma counties came together to form the NCSH to promote soil health related farming practices in a collaborative, regional manner, and to focus their initial work on vineyards. The NCSH was awarded a CDFR Specialty Crop Block Grant which funded carbon farm planning across the region, establishment of demonstration sites, and allowed the group to develop consistent report templates and protocols. In 2018, the NCSH was awarded a NRCS Conservation Innovation Grant to develop a soil health index for vineyards in the region, maintain demonstration sites, and expand outreach and education. With the support of the Carbon Cycle Institute, the NCSH developed a three year operational plan and budget, invited Humboldt, Lake, and Marin Counties to join the collaborative, and sought and was awarded funding to hire its first Soil Hub Coordinator.

It remains an ongoing challenge for NCSH member RCDs to secure adequate funding for the staff needed to support the development and implementation of carbon farm plans, education and outreach, and capacity building. Currently, the funding for the NCSH and each member RCD is primarily sourced from competitive government grants, with a much smaller fraction of the funding coming from fee-for-service agreements and donations. Grants, however, typically do not fund a number of activities that are vital to the on-going health of the NCSH and its member RCDs.

Parties to the MOA:

- Gold Ridge Resource Conservation District,
- Humboldt County Resource Conservation District,
- Lake County Resource Conservation District,
- Marin Resource Conservation District,

Mendocino County Resource Conservation District,

Napa County Resource Conservation District,

Sonoma Resource Conservation District.

Membership and Duration

New parties may join with the unanimous agreement of the parties to the agreement. Any party can withdraw from the agreement at any time, with or without cause at their convenience, upon written notice to the other parties.

This agreement will terminate either with unanimous agreement of the parties, or if less than two parties remain after all other parties have withdrawn.

The Parties to this agreement hereby agree to the following terms and conditions of this MOA

1. Cooperation. The parties agree to raise funds in a cooperative manner to further the mission of the NCSH and each participating RCD.
2. Executive Committee. There shall be an Executive Committee made up of one member from each participating entity named in this agreement. This Executive Committee intends to meet once per quarter, or at least two times per year, or as needed.
3. Banking. The Executive Committee shall appoint and approve of one entity to hold funds pursuant to this agreement.
4. This entity shall have the power to establish a bank account, accept funds or in-kind donations, and distribute funds as directed by the Executive Committee. As an alternative, the parties may agree to work with a fiscal sponsor, which would be a not for profit corporation, one of the participating RCD or another government entity, legally authorized to raise and hold tax-deductible donations.
5. Purpose of Funds. Any funds (or goods or services) raised by or given to the members of the NCSH through the fund-raising activities of the NCSH shall be used for the mission of the NCSH or its member RCDs. This list is not exclusive and is meant to be representative of the types of needs experienced by the NCSH and Parties:
 - Capacity building and program development, including:
 - Training and other professional development for staff members of member RCDs and NCSH, including attendance at conferences.
 - Program coordination and co-development of processes
 - Tools and software licenses
 - Legal expenses
 - Education and outreach, including:
 - Coordinated education and outreach on soil health and climate-resilient agriculture strategies
 - Regional events and workshops
 - Peer to peer learning opportunities for farmers and ranchers
 - Publications
 - Hub governance, including:
 - Governance expenses, including time spent by staff at meetings, including costs of occasional in-person meetings.
 - Engaging with advisory bodies, government entities, and government representatives
 - Strategic planning
 - Support for the Marin RCD to host the chief staff-person managing the NCSH

- Communications, including:
 - Website and social media management
 - Public outreach
 - Sharing about the Soil Hub as a regional model and supporting the development of emerging RCD hubs
 - Presentations at conferences and other gatherings
- Fundraising, including:
 - Grant development expenses, including time and consultant costs.
 - Solicitation and donor stewardship
- Consultants

6. Distribution/Allocation of Funds.

- a. Funds received by the NCSH or any RCD or fiscal partner for the NCSH in furtherance of this MOA shall be kept in a separate bank account or otherwise tracked separate of other funds.
- b. The Executive Committee must approve all fund distributions. The Executive Committee may appoint a subcommittee for this purpose.
- c. The parties agree that funds shall first be distributed to any party requiring reimbursement for any cash outlays in furtherance of this MOA. Any funds expended must be approved by the Executive Committee before outlay in order to receive reimbursement. The Executive Committee may waive this requirement with good cause.
- d. If donations or grants mandate a particular fund distribution in the contract, these agreements must be honored before any other disbursements, except for reimbursements. These will be referred to as contract-mandated funding.
- e. Operational needs of the NCSH have first priority of any fund distribution.
- f. Any requests for funding after reimbursements or contract-mandated funding shall be considered by the Executive Committee. The Executive Committee shall make decisions based on these primary criteria:
 - i. Relation to the mission of the NCSH as demonstrated by the sample list herein.
 - ii. Fairness
 - iii. Equity
 - iv. Other secondary criteria which can include RCD health and mission, charitable contributions to other agencies or groups, etc.

7. Executive Committee:

- a. The Executive Committee shall be made up of one member from each member agency and the chief staff-person managing the NCSH. Each member agency shall appoint its representative to the Executive Committee. There is a preference that the appointee has decision making
- b. authority. Decisions are preferred to be made by consensus, if that is not achievable, decisions can be made with a simple vote of the majority of the Executive Committee present. The chief staff person of the NCSH can be either a voting or non-voting member of the Executive Committee meeting, on a meeting-by-meeting basis.
- c. The powers of the Executive Committee include:
 - i. Ability to contract with a fiscal sponsor or member agency in furtherance of the mission of this MOA
 - ii. Deciding how to distribute donations of cash and in-kind services or goods

- iii. Making decisions regarding fundraising and project development activities.
- iv. The power to form a sub-committee and empower the sub-committee to perform any duty in furtherance of this MOA.
- v. The ability to hire outside consultants for advice or work regarding financial planning, accounting, audits, event-planning, publicity or any other consultant hired to advance the mission of this MOA and to appoint an entity or fiscal sponsor to be the signatory of any such agreement.
- vi. The Executive Committee may not distribute any funds to advance any purpose other than those outlined in the mission statement of the NCSH or the Mission Statements of any Member Agency.
- vii. Maintaining brand identity, messaging in furtherance of the NCSH’s mission, and public statements and advocacy on behalf of the NCSH.
- viii. Support acquiring funds to employ the chief staff-person managing the NCSH.

Duties and Responsibilities of the Parties

- a. Each party agrees to make decisions for the benefit of the mission of the NCSH and each of the member agencies.
- b. Each party agrees to fairly consider the requests and needs of other parties to the agreement and to engage with each other in a fair and transparent manner.
- c. Each party agrees that it will appoint a representative to the Executive Committee who will commit the appropriate time and resources to this assignment.

Signatures

The undersigned do hereby agree to the principles set forth herein:

Gold Ridge Resource Conservation District

By: _____ Date: _____
 Brittany Jensen, Executive Director

Humboldt County Resource Conservation District

By: _____ Date: _____
 Jill Demers, Executive Director

Lake County Resource Conservation District

By: _____ Date: _____

Marin Resource Conservation District

By: _____ Date: _____
Nancy Scolari, Executive Director

Mendocino County Resource Conservation District

By: _____ Date: _____
Stephanie Garrabrant-Sierra, Executive Director

Sonoma Resource Conservation District

By: _____ Date: _____
Aaron Fairbrook, Interim Executive Director

Napa County Resource Conservation District

By: _____ Date: _____
Lucas Patzek, Executive Director

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors
FROM: Jill Demers, Executive Director
SUBJECT: Approve Recommended Slate of Board of Director Officers and Committee Assignments
AGENDA SECTION: ACTION

RECOMMENDATION

Approve Recommended Slate of Board of Director Officers and Committee Assignments as follows:

Officers:

Christine Manhart, Chair
Lane Russ, Vice-Chair
Mark Moore, Secretary/Treasurer

Standing Committees:

Executive Committee – Chair Manhart, Vice-Chair Russ, Secretary/Treasurer Moore
Finance Committee – Director Moore (Chair), Director Manhart, Director Russ
Soil Health Committee – Director Cahill (Chair), Adrienne Martin NRCS
Dairy Committee - Director Cahill (Chair), Adrienne Martin NRCS
Forestry Committee - Director Cohoon (Chair), Director Moore, Director Cotton

Current Ad Hoc Committees:

Salt River Implementation & Adaptive Management Committee - Director Cohoon
(Chair), Director Russ, Director Manhart
Riverside Ranch Committee - Chairman Russ (Chair), Director Cahill, Director Manhart

FISCAL IMPACT

No impact to the General Fund.

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors
FROM: Jill Demers, Executive Director
SUBJECT: Approve contract modification for Lendistry Fee-for-Service Contract (Contract #175)*
AGENDA SECTION: ACTION

RECOMMENDATION

Approve on Consent.

SUMMARY

HCRCDD has contracted with Lendistry to provide technical assistance to producers who are interested in applying to receive financial assistance through the California Small Agricultural Business Drought and Flood Relief Grant Program. This fee-for-service contract is HCRCDD contract #175. Deliverables of the grant include outreach and application assistance.

To date, HCRCDD has hosted 3 webinars and 1 in-person workshop to outreach to producers about this opportunity. Staff have met with many producers in person to assist with their applications and have been receiving phone calls and emails daily. The deadline to apply, which was originally October 31, 2023, has been extended several times and is now February 15, 2024. There is also the anticipated application deadline of April 2024 for Drought Group 3 for late tax filers.

The fee-for-service contract initially entered into with Lendistry was for a not-to-exceed amount of \$20,000. In compliance with the HCRCDD's Board approved Fee For Service Policy, the Executive Director can enter into fee-for-service contracts of \$20,000 or less without Board approval. Producer interest in the program and the deadline extensions have resulted in HCRCDD staff requesting a modification to the not-to-exceed amount of the contract. The anticipated not-to-exceed amount will be \$35,000, requiring Board approval.

The HCRCDD staff has the capacity and desire to continue to provide assistance to interested producers.

FISCAL IMPACT

Fee-for-service agreements result in a positive impact to the General Fund.