

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, April 11, 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 jill@hcrd.org.)

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@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 March 14, 2024*
 - 5.2 Approve Minutes for Special Executive Committee & Finance Committee Meeting of March 29, 2024*
 - 5.3 State of California Office of Emergency Services Designation of Applicant's Agent Resolution for Non-State Agencies*
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 CDFW Lands and Wildlife Programs Update - Shawn Fresz, Lands and Wildlife Program Supervisor
 - 7.4 HCRCD Staff Reports* – Jill Demers, HCRCD Executive Director
 - 7.5 NRCS Update – Todd Golder, NRCS Eureka Field Office District Conservationist
8. **NEW BUSINESS – Action**
 - 8.1 Discussion and potential action to approve staff positions and pay schedule and to provide direction regarding draft HCRCD FY24/25 budget preparation*
 - 8.2 Discussion and potential action to establish Ad Hoc committees to scope partnerships and potential grant applications related to Eel River SHaRP and FY 24/25 budget preparation
 - 8.3 Discussion and potential action to schedule a Special Meeting of the Board of Directors in Ferndale
 - 8.4 Review and approve April 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.
9. **OLD BUSINESS – Action**
10. **FUTURE AGENDA ITEMS**
 - 10.1 FY 24/25 Budget
 - 10.2 Informational: Northern CA RCDs and Partners - Responsible Cannabis Efforts in Northern CA
 - 10.3 NRCS and Ag Center Building Update
 - 10.4 FY 22/23 Audit
11. **NEXT REGULAR MEETING: May 9, 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
 March 14, 2024

1. Call to Order: Treasurer/Secretary Marck Moore
2. Roll Call
 - HCRCD Board: Mark Moore (Secretary/Treasurer), Dan Cohoon, Zach Cahill, Jim Cotton, Reid Cody
 - HCRCD Directors Absent: Christine Manhart (Chair), Lane Russ (Vice Chair)
 - HCRCD Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Doreen Hansen, Jake Taulbee, Katrina Henderson, Anita Hipp, Cessair McKinney, Alyssa Owen, Charlotte Favre, Katherine Rynearson
 - Guests In-Person: NOAA Fisheries Jeffrey Jahn, Northern CA South Coast Branch Supervisor, CA Coastal Office, West Coast Region and Julie Weeder, Recovery Coordinator/Ecologist, Todd Golder (NRCS District Conservationist)
 - Virtual: Marisa Parish Hanson NOAA Restoration Center – Restoration Funding
3. Additions or Changes to Agenda: None
4. Public Comment: None
5. Informational Items
 - 5.1. District Director Updates and Announcements - None
 - 5.2. District Correspondence - None
 - 5.3. NOAA Fisheries update on the efforts in Humboldt Bay and Eel River Watershed - Jeffrey Jahn, Northern CA South Coast Branch Supervisor, CA Coastal Office, West Coast Region reviewed population of different species and critical habitat in the Eel River Estuary and Humboldt Bay. Julie Weeder, Recovery Coordinator/Ecologist and Marisa Parish Hanson reviewed SHaRP (Salmon Habitat and Restoration Priorities) 1st South Fork of the Eel River with a focus on tributaries. 2nd Lower Eel River and Mainstem South Fork of the Eel River.
 - 5.4. NRCS Update from Todd Golder (NRCS District Conservationist)
 - Eureka Field Office Staffing Updates
 - Updates in the ACT Now Program, National Water Quality Initiative, Del Norte RCD office, Conservation Stewardship Program (CSP), Prescribed Burn Association (PBA) Workshop April 1st 10:00 am – 2:30 pm
 - Updates on the new building with a review of the new floor plans. Scheduled move in date of July 30th.
 - 5.5. HCRCD Project Updates and Staff Report – Jill Demers HCRCD Executive Director
 - 5.5.1. State Coastal Conservancy Block Grant - \$6 million Wildfire Resilience Block Grant. The application due date is April 1. A resolution will be brought before the Board of Directors at future meeting.
 - 5.5.2. The Salt River Ecosystem Restoration and Williams Creek Restoration projects have been on hold since late 2021. Jill Demers is scheduled to present at the Ferndale City Council meeting (informational) on March 20th. Meeting starts at 6:00pm.
 - 5.5.3. Other Project Updates and Staff Reports
 - 5.5.3.1. Administrative/General updates on Maze and Associates Audit of FY 22/23
 - 5.5.3.2. Matrix Consulting Group Cost Allocation Plan - complete
 - 5.5.3.3. McKinleyville Office remodeling projects underway. Hooven & Reese have been contracted to do the work.

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6. Consent Calendar

- 6.1. Approve Minutes for the Regular Board Meeting of February 8, 2024
- 6.2. Approve Minutes for the Special Executive Committee & Finance Committee Meeting of March 5, 2024
- 6.3. Approve Resolution 24-03 Addendum #1 to the Project Specific Analysis Addendum to the California Vegetation Management Program Programmatic Environmental Impact Report for the Mattole and Salmon Creek Forest health and wildfire Resilience Project
- 6.4. Approve Resolution 24-04 Funding from Wildfire Resilience and Forestry Assistance Grant Program for the Humboldt Forest Improvement Program and Conditionally Accepting Grant, if offered.
- 6.5. Approve Resolution 24-05 Application for Funds from the U.S. Department of Agriculture Natural Resources Conservation Service (NRCS) doe 2024 California Conservation Contribution Agreements to Provide Technical Assistance to NRCS and Conditionally Accepting Grant, if offered.

Motion to accept the Consent Calendar (items 6.1, 6.2, 6.3, 6.4, 6.5) as a Slate Vote by Director Cahill, Seconded by Director Cohoon. Ayes: Directors Moore, Cotton, and Cody. Noes: None. Absent: Directors Manhart, Russ. Passed Unanimously.

7. Items Pulled from the Consent Calendar: None

8. New Business:

- 8.1. Executive Director Demers presented an action to approve the Indirect Cost Allocation Rate Study to take place starting February 1, 2024.
- 8.2. Executive Director Demers presented an action to approve the FY23-24 Year to Date Budget Modification
- 8.3. Executive Director Demers presented an action to approve the FY23-24 Fee-for-Service Rate modification.

Motion to accept the New Business (items 8.1, 8.2, 8.3) as a Slate Vote by Director Cohoon, Seconded by Director Cody. Ayes: Directors Moore, Cahill, and Cotton. Noes: None. Absent: Directors Manhart, Russ. Passed Unanimously.

- 8.4 Executive Director Demers presented an action to approve the March 2024 Financial Report and Staff Recommendations.

Motion to accept the New Business (item 8.4) by Director Cotton, Seconded by Director Cahill. Ayes: Directors Moore, Cotton, and Cody. Noes: None. Absent: Directors Manhart, Russ. Passed Unanimously.

9. Old Business

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- 9.1. Executive Director Demers and Board Director Cotton reviewed the updates with action to approve the HCRCDD Board-approved Policies: Purchasing Card Policy, Procurement Policy, Fee-for-Service Policy, Conflict of Interest Code, Social Media Policy and Records Retention Policy.

Motion to accept the Old Business (item 9.1) by Director Cohoon, Seconded by Director Cody. Ayes: Directors Moore, Cahill, and Cotton. Noes: None. Absent: Directors Manhart, Russ. Passed Unanimously.

10. Future Agenda Items

- 10.1 FY24-25 Budget Preparation – Draft in May

- 10.2 Informational: Northern CA RCD's and Partners – Responsible Cannabis Efforts in Northern CA

- 10.3 NRCS and AG Center Building Update

11. Next Regular Meeting: Thursday, April 11, 2024 at 8:00am

12. Adjournment of Meeting: 9:51am

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

Tuesday, March 29, 2024 at 3:30 P.M.

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

1. CALL TO ORDER: Chair Christine Manhart at 3:33 pm
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
3. ADDITIONS OR CHANGES TO THE AGENDA: None
4. PUBLIC COMMENTS: None received.
5. OLD BUSINESS - ACTION
 - 5.1 5.1.1 Review, provide direction, and take possible action regarding FY24/25 budget preparation
 - 5.2 Review, provide direction, and take possible action regarding pending HCRCD project development opportunities:
 - 5.2.1 State Coastal Conservancy Forest Health and Wildfire Resilience Grant opportunity – discussed grant proposal, timing for contract. No actions.
 - 5.2.2 CalTrans mitigation and monitoring – discussed proposal timing, staffing needs. Executive Director will bring more information back to Committee and eventually full Board of Directors. No action.
 - 5.2.3 Opportunities to address rural and ranch roads - discussed proposal timing to bring a State Waterboard grant, other grant opportunities, and priority watersheds. Executive Director will bring more information back to Committee and eventually full Board of Directors. No action.
 - 5.2.4 NOAA SHaRP and future grant opportunities – discussed pre-proposal through NFWF and Transformational Communities application this fall. No action.
6. NEW BUSINESS - ACTION
 - 6.1 Personnel Policies – discussion regarding potential personnel policies – Committee discussed bringing a DEI policy to the board and an introduction memo for new staff on expectations of working with HCRCD. Executive Director may bring further items before the committee for discussion. No Action.
 - 6.2 Audit Review – establish date for Maze & Associates to meet and discuss draft audit reports and draft management letters Finance Committee – Committee established next date of April 30 for special meeting.
 - 6.3 Review and take possible action to modify draft agenda for April 11, 2024 Board of Directors Meeting– Committee reviewed, no action.
7. ADJOURNMENT – by Chair Christine Manhart at: 5:04pm.

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Agenda Item #5.3, State of California Office of Emergency Services Designation of Applicant's Agent Resolution for Non-State Agencies*

AGENDA SECTION: CONSENT

RECOMMENDATION

Approve resolution file application with the California Governor's Office of Emergency Services (CalOES) for the purpose of obtaining federal financial assistance for any existing or future grant program as listed.

SUMMARY

In 2023, HCRCD requested FEMA and CalOES Public Assistance Disaster Funding to remove sediment from the Francis Creek Sediment Management Area as part of the Salt River Ecosystem Restoration Project that accumulated during two federal emergency declaration periods. FEMA has obligated (i.e. secured) funds (HCRCD project #174). HCRCD has provided all documents to FEMA and is awaiting final processing through CalOES.

2023 construction activities at the SMA are complete. Approximately 14,000 cubic yards of sediment was excavated.

FISCAL IMPACT

Action is required to receive state cost share and contracting of funds. No action will result in a fiscal impact to the General Fund of \$466,052.80. Action will result in the final obligation of \$436,924.50 of funds to be provided to fund #74 at

ATTACHMENTS

Resolution 24-04



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE Board of Directors OF THE Humboldt County Resource Conservation District
 (Governing Body) (Name of Applicant)

THAT Executive Director, OR
 (Title of Authorized Agent)

Watershed Program Manager, OR
 (Title of Authorized Agent)

 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Humboldt County Resource Conservation District,
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Humboldt County Resource Conservation District, a public entity established under the
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this 11 day of April, 2024

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

 (Name and Title of Governing Body Representative)

CERTIFICATION

I, Mark Moore, duly appointed and Secretary of

 (Name) (Title)
Humboldt County Resource Conservation District, do hereby certify that the above is a true and
 (Name of Applicant)

correct copy of a resolution passed and approved by the Board of Directors
 (Governing Body)
 of the Humboldt County Resource Conservation District on the 11 day of April, 2024.
 (Name of Applicant)

 (Signature)

Secretary

 (Title)