

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, May 9, 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](mailto: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=TnR6dlZlZWJ6WUZQdmF1Y0ZuM1lPdz09>

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](mailto: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 April 11, 2024\*
  - 5.2 Approve Minutes for Special Board Meeting of April 26, 2024\*
  - 5.3 Resolution 24- 07 to include services performed by its employees in the California State Social Security Agreement of March 9, 1951\*
6. **ITEMS PULLED FROM CONSENT CALENDAR - Action**
7. **INFORMATIONAL ITEMS**
  - 7.1 Review of Audited Financial Statements, Memorandum on Internal Control, and Required Communications for the year ended June 30, 2023\* – David Alvey, Maze & Associates
  - 7.2 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.
  - 7.3 District Correspondence
  - 7.4 Responsible Cannabis Efforts in Northern CA – Nancy Wahl-Scheurich, CARCD Executive Director and RCD partners
  - 7.5 HCRCD Staff Reports\* – Jill Demers, HCRCD Executive Director
  - 7.6 NRCS Update – Todd Golder, NRCS Eureka Field Office District Conservationist
8. **NEW BUSINESS – Action**
  - 8.1 Discussion and potential action to approve Audited Financial Statements, Memorandum on Internal Control, and Required Communications for the year ended June 30, 2023\*
  - 8.2 Discussion and potential action to establish Ad Hoc committee to scope partnerships and potential grant applications related to the Humboldt County Fire Safe Council\*
  - 8.3 Discussion and potential action to modify Salt River Committee Ad Hoc roster – current members include Christine Manhart, Lane Russ, and Dan Cohoon\*
  - 8.4 Review and potential action to select LAFCo Independent Special District Regular Member for the term ending June 30, 2028\*
  - 8.5 Select date and establish procedure for Executive Director annual review
  - 8.6 Draft HCRCD FY24/25 budget presentation
  - 8.7 Review and approve May 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 NRCS and Ag Center Building Update
  - 10.2 Discussion and potential action to schedule a Special Meeting of the Board of Directors in Ferndale
11. **NEXT REGULAR MEETING: June 13, 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@hcrsd.org](mailto:admin@hcrsd.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  
April 11, 2024

1. Call to Order: Treasure/Secretary Mark Moore 8:00 am
2. Roll Call
  - HCRCDD Board: Mark Moore (Secretary/Treasurer), Dan Cohoon, Zach Cahill, Jim Cotton, Reid Cody
  - HCRCDD Directors Excused: Christine Manhart (Chair), Lane Russ (Vice Chair)
  - HCRCDD Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Doreen Hansen, Jake Taulbee, Anita Hipp, Cessair McKinney, Alyssa Owen, Charlotte Favre, Katherine Rynearson
  - Guests In-Person: Shawn Fresz, Lands and Wildlife Program Supervisor
  - Absent: Katrina Henderson
3. Additions or Changes to Agenda: 7.5 NRCS Update – Tabled Future Agenda Item
4. Public Comment: None
5. Consent Callendar
  - 5.1. Approve Minutes for the Regular Meeting of March 14, 2024\*
  - 5.2. Approve Minutes for the Special Executive Committee & Finance Committee Meeting of March 29, 2024\*
  - 5.3. Approve the State of California, Office of Emergency Services, Designation of Applicant's Agent Resolution Non-State AgenciesMotion to accept the Consent Calendar (items 5.1, 5.2, 5.3) as a Slate Vote by Director Cohoon, Seconded by Director Cotton. Ayes: Directors Moore, Cahill, and Cody. Noes: None. Absent: Directors Manhart, Russ. Passed Unanimously.
6. Consent Calendar Items Pulled from the Consent Calendar: None
7. Informational Items
  - 7.1. District Director Updates and Announcements – None
  - 7.2. District Correspondence – None
  - 7.3. CDFW Lands and Wildlife Programs Update from Shawn Fresz, CDFW Lands and Wildlife Program Supervisor presented on CDFW research on Deer, Elk, and Bear populations. He also talked about the SHARE Program, which allows hunters to coordinate with private landowners to enter a drawing to tag hunt on private land to help keep healthy populations.
  - 7.4. HCRCDD Staff Reports – Jill Demers HCRCDD Executive Director presented information on new Cost Allocation Plan, noted that CPA Maze and Associates will be presenting FY 22/23 Audit at the next board meeting, and provided an update on the McKinleyville Office remodel contracted to Hooven and Reese. Additional information shared included a report out of the March Local Working Group and the next meeting on forestry in June. Additionally, the State Coastal Conservancy Block Grant resolution will be on the May agenda for potential action. Executive Director Demers presented a Salt River update at the Ferndale City Council meeting and a Francis Creek SMA regarding meeting moving forward with funding for long term maintenance.
  - 7.5. NRCS Update – tabled until next board meeting.

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April 11, 2024

8. New Business:

8.1. Executive Director Demers presented an action to approve the staff positions and pay schedules starting April 1, 2024.

Motion to accept the New Business (item 8.1) by Director Cotton, Seconded by Director Cahill.

Ayes: Directors Moore, Cohoon, and Cody. Noes: None. Absent: Directors Manhart, Russ.

Passed Unanimously.

8.2. Executive Director Demers presented an action to approve the establishment of Ad Hoc Committees to scope partnerships and potential grant applications related to Eel River SHaRP and FY 24/25 budget preparation. Directors Cotton and Cahill to be assigned to the committee.

Motion to accept the New Business (item 8.2) by Director Cohoon, Seconded by Director Cody

Ayes: Directors Moore, Cotton, and Cahill. Noes: None. Absent: Directors Manhart, Russ.

Passed Unanimously

8.3. Executive Director Demers presented an action to hold a Special Joint Board Meeting in Ferndale that will focus on the Salt River. Discussion held regarding partnership building and next steps. Tabled to a future board agenda. Also requested that changes to the Salt River Ad Hoc Committee be added to a future board agenda.

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

Motion to accept the New Business (item 8.4) by Director Cohoon, Seconded by Director Cotton.

Ayes: Directors Moore, Cahill, and Cody. Noes: None. Absent: Directors Manhart, Russ.

Passed Unanimously.

9. Old Business - None

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

10.4 FY 22/23 Audit

Additionally, Special Joint Board Meeting in Ferndale – Future of Salt River SMA and Salt River Ad Hoc Committee composition to be discussed.

11. Next Regular Meeting: Thursday, May 9, 2024 at 8:00am

12. Adjournment of Meeting: 10:05am

Humboldt County Resource Conservation District  
BOARD OF DIRECTORS  
SPECIAL MEETING AGENDA  
Friday, April 26, 2024 at 4:15 P.M.  
LOCATION: Humboldt Ag Center, 5630 South Broadway, Eureka, CA

1. CALL TO ORDER: Chair Christine Manhart at 4:15 pm
2. ROLL CALL
  - Christine Manhart, Chair- Present
  - Lane Russ, Vice Chair- Absent
  - Mark Moore, Secretary/Treasurer – Present
  - Dan Cohoon, Director-at-Large – Present
  - Zach Cahill, Director-at-Large – Present
  - Jim Cotton, Director-at-Large – Present
  - Reid Cody, Director-at-Large – Present
  - Jill Demers, Executive Director – Present
3. ADDITIONS OR CHANGES TO THE AGENDA: None
4. PUBLIC COMMENTS: None received.
5. NEW BUSINESS - ACTION
  - 5.1 Resolution 24-06 Approving the Application for Grant Funds from the State Coastal Conservancy for the North Coast Wildfire Resilience Planning and Implementation Grant and Conditionally Accepting Grant, if Offered.  
Motion to accept the New Business (item 5.1) by Director Moore, Seconded by Director Cohoon. Ayes: Directors Manhart, Moore, Cohoon, Cotton, and Cahill. Noes: None.  
Absent: Director Russ.
6. NEXT REGULAR MEETING: June 13, 2024 at the Humboldt Agricultural Center
7. AJOURNMENT: Chair Christine Manhart at 4:46pm



Official State Social Security Administrator  
California Public Employees' Retirement System

P.O. Box 720720, Sacramento, CA 94229-0720 | Phone: (916) 795-0810 | Fax: (916) 795-3005  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | [www.calpers.ca.gov/sssa](http://www.calpers.ca.gov/sssa)

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April 22, 2024

CalPERS ID No.: 5000000630

Jill Demers  
Executive Director  
Humboldt County Resource Conservation District  
5630 South Broadway  
Eureka, CA 95503

Dear Jill Demers,

Thank you for contacting the State Social Security Administrator's Office (State Administrator) regarding Social Security coverage.

Based on the information provided by the agency in the Coverage Questionnaire, the agency desires to provide social security benefits. The first step in the process is for the agency to adopt a resolution.

These documents should not be modified in any way as only the content included in the documents provided by this office will be accepted.

If you have any questions regarding the enclosed information, please contact this office at (916) 795-0810.

Sincerely,

A handwritten signature in cursive script that reads "Liza Lopez".

Liza Lopez  
State Social Security Administrator Program

Enclosures

RESOLUTION 24-07

WHEREAS, Humboldt County Resource Conservation District hereinafter designated as "Public Agency", desires to include services performed by its employees in positions in the California State Social Security Agreement of March 9, 1951, providing for the coverage of public employees under the old age, survivors, disability and health insurance system established by the Federal Social Security Act, as amended; and

WHEREAS, it is necessary that the "Public Agency" now designate any classes of positions which it desires to exclude from coverage under said insurance system;

BE IT FURTHER RESOLVED, that upon receipt of authorization from the Board of Administration, as hereinbefore provided, with such coverage effective as to services performed on and after October 1, 2023; and

BE IT FURTHER RESOLVED, that the following classes of positions of the "Public Agency" shall be excluded from coverage under said agreement:

1. All services excluded from coverage under the agreement by Section 218 of the Social Security Act; and

2. Services excluded by option of the Public Agency (**Check a or b; fill in b if checked**):

a. No optional exclusions desired.

b. Service performed: Elective Officials, Part-time positions (20 hours and less per week)

BE IT FURTHER RESOLVED, that the Public Agency will pay and reimburse the State at such time and in such amounts as may be determined by the State the approximate cost of any and all work and services relating to such election.

\_\_\_\_\_  
Presiding Officer

\_\_\_\_\_  
Official Name of Public Agency

\_\_\_\_\_  
Date



CERTIFICATION

I, Jill Demers, Executive Director of the Humboldt County Resource Conservation District, State of California, do hereby certify the foregoing to be a full, true, and correct copy of Resolution No. \_\_\_\_\_ adopted by the Board of Directors of the Humboldt County Resource Conservation District at the Regular meeting held on the \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_, \_\_\_\_\_, as the same appears of record in my office.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_