

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 14, 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/85362576963?pwd=OPdwgbeBvCRladC7cbKHN3qoLNkGQN.1>

Meeting ID: 853 6257 6963

Passcode: 825874

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

1 669 900 6833

Enter Meeting ID: 853 6257 6963 when prompted

Enter Passcode: 825874 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 October 10, 2024*
 - 5.2 Resolution 24-18 Approving the application of funds from the California Department of Transportation Mitigation Funding Program for the Lower Mainstem Eel Sharp Planning Project and conditionally accepting funding, if offered.*
 - 5.3 Resolution 24-19 Approving the application of funds from the Landscape Scale Restoration Competitive Grant Program for Southern Humboldt Prescribed Fire Project and conditionally accepting funding, if offered.*
 - 5.4 Designate Christine Manhart, HCRCD Board Chair, as HCRCD’s Voting Delegate and Jim Cotton, HCRCD Director, as HCRCD’s Alternate Voting Delegate in order to vote at the 2024 California Association of Resource Conservation Districts (CARCD) Annual Business Meeting and at any other general membership meeting and regional meeting.*
 - 5.5 Review and approve minor modifications to the HCRCD Employee Handbook*
6. **ITEMS PULLED FROM CONSENT CALENDAR - ACTION**
7. **NEW BUSINESS – ACTION**
 - 7.1 Review and possible action to approve Audited Financial Statements, Memorandum on Internal Control, and Required Communications for the year ended June 30, 2024*
David Alvey, CPA, Maze & Associates, will present audit documents.
 - 7.2 Potential action to remove Director Moore as signer on HCRCD’s Redwood Capital Checking and CalTRUST accounts when his term ends on the last Friday of November 2024 and to add incoming Director Barnwell as signer on HCRCD’s Redwood Capital Checking and CalTRUST accounts.*
 - 7.3 Review and approve November 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**
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
 - 9.2.1 Incoming
 - a) ForestScapes LLC appreciation letter*
 - 9.2.2 Outgoing
 - a) Board of Supervisors regarding exploring Humboldt County Flood Control District to Subzone to support the Salt River Ecosystem Restoration Project*
 - b) City of Ferndale regarding exploring Humboldt County Flood Control District to Subzone to support the Salt River Ecosystem Restoration Project*
 - c) Salt River Watershed Council regarding exploring Humboldt County Flood Control District to Subzone to support the Salt River Ecosystem Restoration Project*
 - 9.3 NRCS Update – Todd Golder, NRCS Eureka Field Office District Conservationist
 - 9.4 HCRCD Staff Reports* – Jill Demers, HCRCD Executive Director
10. **FUTURE AGENDA ITEMS**

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.

11. **NEXT REGULAR MEETING: December 12, 2024**
Meeting location: Humboldt Agricultural Center
12. **ADJOURNMENT**

Agenda Item #5.1 (CONSENT)
For Regular Board Meeting of: November 14, 2024

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors
FROM: Jill Demers, Executive Director
SUBJECT: 5.1 Approve Minutes for Regular Meeting of October 10, 2024*
AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Minutes for Regular Meeting of October 10, 2024.

SUMMARY

n/a

FISCAL IMPACT

n/a

ATTACHMENTS

Minutes for Regular Meeting of October 10, 2024.

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 10, 2024

1. Call to Order: Chair Christine Manhart 8:00am
 2. Roll Call
 - HCRC Board: Christine Manhart (Chair), Lane Russ (Vice Chair), Mark Moore (Secretary/Treasurer), Dan Cohoon, Zach Cahill, Jim Cotton, Reid Cody
 - HCRC Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Anita Hipp, Doreen Hansen, Jake Taulbee, Alex Cunha, Charlotte Favre, Travis Massey, Megan Kownurko, Katherine Rynearson, Petra Engstrom
 - HCRC Staff Excused: Katrina Henderson, Kristin Cooper-Filipowich
 - Guests In-Person: Kathy Phillis, Lauri Barnwell
 - Virtual: Todd Golder (NRCS District Conservationist)
 3. Additions or Changes to Agenda – None
 4. Public Comment – None
 5. Consent Calendar
 - 5.1. Approve Minutes for Regular Board Meeting of September 12, 2024
 - 5.2. Approve Minutes for Special Meeting of September 25, 2024
 - 5.3. Approve Resolution No. 24-15 the application for funds from the National Association of Conservation District (NACD) to assist USDA-Natural Resources Conservation Service (NRCS) achieve its climate and conservation goals and conditionally accepting grant.
 - 5.4. (Pulled from the Consent Calendar by Director Russ) Resolution No. 24-16 the application for funds from the Ocean Protection Council (OPC) for the sea level rise Community Visioning & Vulnerability Assessment in the Eel River Estuary Project and conditionally accepting grant.
 - 5.5. Approve the following contractor agreement(s) and authorize the Executive Director to execute agreements and subsequent amendments:

Contract #159-12 Lost Coast Tree and Habitat in the amount of \$155,000 for the Manual Roadside Fuels Reduction Services in the Salmon Creek Watershed Project.
- Motion to accept the Consent Calendar (items 5.1, 5.2, 5.3, 5.5) by Director Cohoon, Seconded by Director Cotton. Ayes: Directors Manhart, Russ, Moore, Cahill, Cody.
Noes: None. Passed Unanimously.
6. Items Pulled from the Consent Calendar

Resolution No. 24-16 Approve the application for funds from the Ocean Protection Council (OPC) for the sea level rise Community Visioning & Vulnerability Assessment in the Eel River Estuary Project and conditionally accepting grant. Executive Director Demers reviewed the effects of sea level rise in the Lower Eel and the requests NRCS and RCD were receiving from landowners for assistance. Program Manager Hansen talked about the vulnerability assessments that would be completed with grant funding, if award, in the areas of impact.

Motion to accept the Consent Calendar (item 5.4) by Director Russ, Seconded by Director Cohoon.
Ayes: Directors Manhart, Moore, Cahill, Cotton, Cody.
Noes: None. Passed Unanimously.

Humboldt County Resource Conservation District
Board of Director's Monthly Board Meeting Minutes
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October 10, 2024

7. New Business:

- 7.1. Executive Director Demers reviews with action needed on the Salt River Ecosystem Restoration Project & Williams Creek Restoration Project. Special Meeting of the Board of Directors held at the Ferndale City Hall on September 25, 2024. Discussions regarding the funding for maintenance with the forming of a working group to explore establishing a Subzone of the Humboldt County Flood Control District to support the Salt River project.

Motion to direct staff to submit three (3) letters, approved and signed by the HCRCDD Board of Directors Chair, to the County of Humboldt, City of Ferndale, and SRWC to request their participation in exploring establishing a Subzone of the Humboldt County Flood Control District to support the Salt River project by Director Cahill, Seconded by Director Russ. Ayes: Directors Manhart, Moore, Cohoon, Cotton, Cody. Noes: None. Passed Unanimously

7.2. Approve October 2024 Financial Report and Staff Recommendations

Motion to accept the New Business (item 7.2) by Director Cahill Seconded by Director Moore. Ayes: Directors Manhart, Russ, Cohoon, Cotton, Cody. Noes: None. Passed Unanimously.

8. Old Business: None

9. Informational Items

- 9.1. District Director Updates and Announcements – None
- 9.2. District Correspondence – Executive Director Demers shared outgoing correspondence to sent to landowners for the Salmon Creek Ingress/Egress Project.
- 9.3. NRCS Todd Golder (NRCS Eureka Field Office District Conservationist) presented a brief staffing and a new office update. With the work nearly complete at the new building, there is a tentative move-in date of November 4th.
- 9.4. Executive Director Demers introduced the new HCRCDD employees. Program Manager Hansen gave an update on the Riverside Ranch. Program Manager Taulbee announced the Local Working Group meeting has been scheduled for November 19th.

10. Future Agenda Items: None

11. Next Regular Board Meeting: November 14, 2024

12. Adjourned at 9:52am

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Agenda Item 5.2 – Resolution 24-18 Approving the application of funds from the California Department of Transportation Mitigation Funding Program for the Lower Mainstem Eel Sharp Planning Project and conditionally accepting funding, if offered.*

AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Resolution 24-18.

SUMMARY

The Salmon Habitat Restoration Prioritization (SHaRP) initiative, spearheaded by CDFW and NOAA Fisheries, is a collaborative effort aimed at enhancing salmon habitat across Northern California. By leveraging input from diverse stakeholders, including scientists, resource managers, and local communities, SHaRP seeks to identify and prioritize critical areas for restoration at the watershed-scale. The HCRCD will help lead this outreach and planning effort given HCRCD's strong partnerships and robust experience planning and implementing landscape-level restoration projects on working lands in the region.

The North Coast Regional Water Quality Control Board (NCRWQCB) is facilitating the award of mitigation funds for the California Department of Transportation (CalTrans) to address target pollutants in the region. The project proposed by HCRCD to aims to 1) conduct initial SHaRP Public Outreach, 2) engage consultants to perform initial studies that include an Infrastructure Inventory Study and a Sediment Characterization Assessment, and 3) convene regional workshops and provide stipends for attendance.

This effort enhances the efforts recently proposed (October 2024) to the Ocean Protection Council (OPC) by collecting baseline data (identification of infrastructure) necessary to advance a Sea Level Rise vulnerability assessment.

FISCAL IMPACT

The grant request is \$699,747 over three years. Costs will be entirely covered by the grant source.

ATTACHMENTS

- Resolution 24-18



Humboldt County Resource Conservation District

5630 South Broadway Eureka, CA 95503

Phone (707) 442-6058 Ext. 5

info@hercd.org

RESOLUTION NO. 24-18

RESOLUTION OF THE DISTRICT BOARD OF DIRECTORS OF THE HUMBOLDT COUNTY RESOURCE CONSERVATION APPROVING THE APPLICATION OF FUNDS FROM THE CALIFORNIA DEPARTMENT OF TRANSPORTATION MITIGATION FUNDING PROGRAM FOR THE LOWER MAINSTEM EEL SHARP PLANNING PROJECT AND CONDITIONALLY ACCEPTING FUNDING, IF OFFERED.

WHEREAS, the District is a Special District established under Division 9 of the California Public Resources Code to deliver and facilitate natural resources conservation in coordination with landowners of Humboldt County; and

WHEREAS, the District, in collaboration with the California Department and Fish and Wildlife and the National Oceanic Atmospheric Agency (NOAA) Restoration Center, has developed a funding application to conduct outreach related to the Salmon Habitat and Restoration Priority (SHaRP) planning process; and

WHEREAS, SHaRP is a collaborative process that brings together government resource agencies, Tribal members, landowners, the restoration community, and local experts to collectively determine the reach-scale restoration treatments needed to address the most pressing aspects of impaired watershed processes that degrade fish habitat and ecosystem processes.

WHEREAS, the North Coast Regional Water Quality Control Board (NCRWQCB) is facilitating the award of mitigation funds for the California Department of Transportation (CalTrans) to address target pollutants in the region; and

WHEREAS, the District submitted a funding proposal for \$700,000 for SHaRP planning activities in the mainstem Eel River to the NCRWQCB, who will submit to CalTrans for approval; and

WHEREAS, if funded, the District will enter into a funding agreement with CalTrans for the SHaRP planning activities.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Humboldt County Resource Conservation District hereby:

1. Approves the submitting a funding request to, and entering into a funding agreement with, Caltrans; and
2. Certifies that the District will comply with all federal, state and local environmental, public health, and other appropriate laws and regulations applicable to the project and will obtain or will ensure that the other project partners obtain all appropriate permits applicable to the project; and
3. Further commits to the terms and conditions specified in the funding agreement; and
4. Appoints the Executive Director or designee as a representative(s) of Humboldt County Resource Conservation District to conduct negotiations, execute, submit and sign all documents including but not limited to applications, agreements, amendments, payment requests, and other documents which may be necessary for the completion of the proposed project.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Humboldt County Resource Conservation District at its regular meeting held on the 14th day of November, 2024, by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

I hereby certify that the foregoing Resolution Number 24-18 was adopted by the Board of Directors of the Humboldt County Resource Conservation District.

Mark Moore, Secretary
Board of Directors

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Agenda Item 5.3 - Resolution 24-19 Approving the application of funds from the Landscape Scale Restoration Competitive Grant Program for Southern Humboldt Prescribed Fire Project and conditionally accepting funding, if offered.*

AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Resolution 24-19.

SUMMARY

Southern Humboldt is dominated by steep topography, historic oak woodlands, and dense timber stands. This project proposes funding planning activities and a prescribed (Rx) fire project located on the Chapman Ranch in the Salmon Creek watershed, adjacent to Humboldt Redwoods State Park (HRSP) in the footprint of the 2003 Canoe Fire. A shaded fuel break funded under a CAL FIRE Forest Health Grant is currently underway on the Chapman Ranch, and the Rx fire will complement that current work. Overall, the goal of this project is to accelerate the use of beneficial fire.

Project activities include:

- 3 Forest Management Plans for nonindustrial private forest landowners
- 10 Burn Plans or Smoke Management Plans for nonindustrial private forest landowners
- 60-acre Rx burn on Chapman Ranch

FISCAL IMPACT

The grant request is \$299,382.27 over three years. Costs will be entirely covered by the grant source. Project match and cost share are being provided by Mail Ridge Wildfire Resilience Project, Phase 1, funded through North Coast Resource Partnership / CAL FIRE Forest Health.

ATTACHMENTS

- Resolution 24-19



Humboldt County Resource Conservation District

5630 South Broadway Eureka, CA 95503

Phone (707) 442-6058 Ext. 5

info@hercd.org

RESOLUTION NO. 24-19

RESOLUTION OF THE DISTRICT BOARD OF DIRECTORS OF THE HUMBOLDT COUNTY RESOURCE CONSERVATION APPROVING THE APPLICATION OF FUNDS FROM THE LANDSCAPE SCALE RESTORATION COMPETITIVE GRANT PROGRAM FOR SOUTHERN HUMBOLDT PRESCRIBED FIRE PROJECT AND CONDITIONALLY ACCEPTING FUNDING, IF OFFERED.

WHEREAS, the District is a Special District established under Division 9 of the California Public Resources Code to deliver and facilitate natural resources conservation in coordination with landowners of Humboldt County; and

WHEREAS, the District, in collaboration with Southern Humboldt partners has planned for and implemented manual and mechanical fuels reduction treatments and seeks to increase adoption of prescribed fire; and

WHEREAS, Landscape Scale Restoration (LSR) Competitive Grant Program funds on activities that address priority areas, challenges and opportunities facing western lands with funding from the USDA Forest Service; and

WHEREAS, if funded, the District seeks to advance planning and fund prescribed fire along strategic South Humboldt ridgelines.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Humboldt County Resource Conservation District hereby:

1. Approves the submitting a funding request to, and entering into a funding agreement with, USDA Forest Service; and
2. Certifies that the District will comply with all federal, state and local environmental, public health, and other appropriate laws and regulations applicable to the project and will obtain or will ensure that the other project partners obtain all appropriate permits applicable to the project; and
3. Further commits to the terms and conditions specified in the funding agreement; and
4. Appoints the Executive Director or designee as a representative(s) of Humboldt County Resource Conservation District to conduct negotiations, execute, submit and sign all documents including but not limited to applications, agreements, amendments, payment requests, and other documents which may be necessary for the completion of the proposed project.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Humboldt County Resource Conservation District at its regular meeting held on the 14th day of November, 2024, by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

I hereby certify that the foregoing Resolution Number 24-19 was adopted by the Board of Directors of the Humboldt County Resource Conservation District.

Mark Moore, Secretary, Board of Directors

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Agenda Item 5.4 - Designate Christine Manhart, HCRCD Board Chair, as HCRCD's Voting Delegate and Jim Cotton, HCRCD Director, as HCRCD's Alternate Voting Delegate in order to vote at the 2024 California Association of Resource Conservation Districts (CARCD) Annual Business Meeting and at any other general membership meeting and regional meeting.*

AGENDA SECTION: CONSENT

RECOMMENDATION

Designate Christine Manhart, HCRCD Board Chair, as HCRCD's Voting Delegate and Jim Cotton, HCRCD Director, as HCRCD's Alternate Voting Delegate

SUMMARY

The HCRCD is a Full Member of California Association of Resource Conservation Districts (CARCD). The HCRCD may vote at the CARCD's Annual Business Meeting and at any other general membership meeting and regional meeting if a Delegate has been established by HCRCD Board action.

The 2024 Annual Business Meeting will take place in-person on Tuesday, December 10th from 1-5:30pm at CARCD's 79th Annual Conference in Sacramento. Chair Christine Manhart is scheduled to attend the meeting in person.

FISCAL IMPACT

n/a

ATTACHMENTS

n/a

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors
FROM: Jill Demers, Executive Director
SUBJECT: Agenda Item 5.5 – Review and approve minor modifications to the HCRC D Employee Handbook*
AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Employee Handbook modifications, below.

SUMMARY

1. Additional language in Introductory Statement (page 7) to ensure compliance with the National Labor Relations Act (NLRA). Additional language is as follows:

No policies in this handbook are intended, nor should they be interpreted, to in any way limit the ability of employees to: communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

2. Modification to Sick Pay Amount (starting page 17) to ensure compliance with the law. Modification as follows:

Humboldt County Resource Conservation District will place 40 hours of paid sick leave into your leave bank upon hire and each year on January 1st ~~according to your employment status as defined in the table below.~~

Employment Status	Annual Benefit	Cap
Full-Time	40 Hours	80 Hours
Part-Time	30 Hours	60 Hours
Temporary or On-Call	24 Hours	24 Hours

Unused paid sick time will carry over from year to the next. However, there is a cap or maximum associated with our sick leave program. For example, if Jane is a full-time employee and has 53 hours of sick leave in her bank on the eve of her work anniversary, the District will put 27 hours of sick leave in her bank bringing her bank to the full-time status cap of 80 hours.

A new employee will receive sick leave as follows:

Employment Status	If Hired in Q1 – Q2	If Hired in Q3 – Q4
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Full-Time	40 Hours	24 Hours
Part-Time	30 Hours	24 Hours
Temporary and On-Call	24 Hours	24 Hours

3. Modification to Retirement Program (starting page 26) as follows:

~~At time of publication, the District was evaluating retirement program options.~~
The District offers enrollment into CalPERS 457 Plan to full-time employees. Eligible employees can join CalPERS 457 Plan on the first full pay period after the 90th day of employment. The District's matching contributions for employees are determined annually, and the information is annually distributed to the employees in the Benefit Summary Guide.

FISCAL IMPACT

Small impact due to changes to sick leave banking for new employees but required to comply with the law.

Fiscal impact of retirement funding matching (1%) previously approved by the Board with Annual Budget.

ATTACHMENTS

n/a