

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 8, 2025

8:00 A.M.

(Items marked with * are attached to director packets. Packets may be requested by contacting the HCRCDC at 707-296-3992 or emailing jill@hcrdc.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@hcrdc.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 10, 2025*
 - 5.2 Approve entering into professional services agreement with Karl Benemann Contracting for the Greater Willow Creek Wildfire Resilience Project- Shaded Fuel Break Phase 1 for \$278,850.00 and authorize the Executive Director to execute agreement and any subsequent amendments*
 - 5.3 Approve entering into professional services agreement with Stillwater Sciences for Wilson Creek Restoration Planning Alternatives Analysis, 30% Design & CEQA, and 65% Designs and Permit Applications for \$697,123.00 and authorize the Executive Director to execute agreement and any subsequent amendments*
 - 5.4 Resolution 25-06 Approving the grant of funds from the State Coastal Conservancy for the Wadulh Lagoon Restoration Project*
6. **ITEMS PULLED FROM CONSENT CALENDAR - ACTION**
7. **NEW BUSINESS – ACTION**
 - 7.1 Resolution 25-07 authorizing the opening and transition of the district banking relationship to Tri Counties Bank*
 - 7.2 Review and approve May 2025 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**
 - 8.1 Resolution 25-08 Approving the grant of funds from the State Coastal Conservancy for the Advancing Restoration Designs for the Jacoby Creek Restoration Project, and conditionally accepting grant if offered*
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 HCRCD Staff Reports*
 - 9.4 NRCS Report
10. **FUTURE AGENDA ITEMS**
11. **NEXT REGULAR MEETING: June 12, 2025**
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 707-296-3992 or email admin@hcrccd.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.

Agenda Item #5.1 (CONSENT)
For Regular Board Meeting of: May 8, 2025

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 April 10, 2025*
AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Minutes for Regular Meeting of April 10, 2025

SUMMARY

n/a

FISCAL IMPACT

n/a

ATTACHMENTS

Minutes for Regular Meeting of April 10, 2025

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 10, 2025

1. Call to Order: Christine Manhart, Chair at 8:01am
2. Roll Call
 - HCRCDD Board of Directors: Christine Manhard (Chair), Lauri Barnwell (Secretary/Treasurer), Dan Cohoon, Zach Cahill, Jim Cotton, Reid Cody
HCRCDD Board Director Absent: Lane Russ (Vice Chair)
 - HCRCDD Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Anita Hipp, Doreen Hansen, Jake Taulbee, Katrina Henderson, Alex Cunha, Travis Massey, Megan Kownurko, Petra Engstrom
HCRCDD Staff Excused: Charlotte Favre, Kristin Cooper
 - In-Person Guest: Todd Golder (NRCS Eureka Field Office District Conservationist, Jim Regli (Salt River Watershed Council, Dairyman)
3. Additions or Changes to Agenda – None
4. Public Comment – None
5. Consent Calendar
 - 5.1. Approve Minutes for Regular Board Minutes March 13, 2025
Motion to accept the Consent Calendar (item 5.1) by Director Cotton, Seconded by Director Cohoon, Ayes: Directors Manhart, Barnwell, Cahill, Cody. Noes: None. Passed Unanimously.
6. Items Pulled from the Consent Calendar – None
7. New Business
 - 7.1. Executive Director Demers reviewed the HCRCDD Single Audit Report for the Year Ending June 30, 2024, and the Procurement Policy. Action to accept the report.
Motion to accept the New Business (item 7.1) by Director Barnwell, Seconded by Director Cotton, Ayes: Directors Manhart, Cohoon, Cahill, Cody. Noes: None. Passed Unanimously
 - 7.2. Executive Director Demers reviewed Resolution 25-06 authorizing submittal of application for CalRecycle Farm and Ranch Solid Waste Cleanup and Abatement Grant Program for site in Willow Creek. Questions were taken regarding the motive of the cleanup when the Fire Department had flagged the property.
Motion to accept New Business (item 7.2) failed due to Lack of Motion.
 - 7.3. Pulled from New Business: Review and potential action to approve Environmental Purchasing Policy.
 - 7.4. Executive Director Demers reviewed the potential action to authorize the Executive Director to work with Director Barnwell and purchase a vehicle over \$50,000 to support CalTrans projects.
Motion to accept the New Business (item 7.4) by Director Cahill. Seconded by Director Cohoon. Ayes: Directors Manhart, Barnwell, Cotton, Cody. Noes: None. Passed Unanimously.
 - 7.5. Executive Director Demers reviewed the potential action to approve application to the NOAA Transformational Habitat Restoration and Coastal Resilience Grant program for the

Humboldt County Resource Conservation District
Board of Director's Monthly Board Meeting Minutes
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- Restoration Action Planning for Salmonid Strongholds and Migration Pathways in the Eel River. This award would come back to the HCRCD Board of Directors for Implementation. Motion to accept New Business (item 7.5) by Director Cahill. Seconded by Director Cotton. Ayes: Directors Manhart, Barnwell, Cohoon, Cody. Noes: None. Passed Unanimously.
- 7.6. Executive Director Demers reviewed the potential action to approve application to the NOAA Transformational Habitat Restoration and Coastal Resilience Grant program for the Russ Creek and Centerville Slough Restoration Project.
Motion to accept New Business (item 7.6) by Director Barnwell. Seconded by Director Cahill. Ayes: Directors Manhart, Cohoon, Cotton Cody. Noes: None. Passed Unanimously.
- 7.7. Approve April 2025 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 the financial report.
Motion to accept New Business (item 7.7) by Director Barnwell. Seconded by Director Cody. Ayes: Directors Manhart, Cohoon, Cahill, Cotton. Noes: None. Passed Unanimously.
8. Old Business
- 8.1. Brief discussion regarding Salt River Ecosystem Restoration Project implementation options, maintenance funding, and matching funds for 2025 maintenance activities. No Action.
9. Informational Items
- 9.1. Director Cotton gave an update on the CARCD Regional Meeting meeting. Director Cahill gave an update on the NRCS Leadership and water rights issues. Director Barnwell gave an update on the Bridgeville Fire Safe Council and the need to be in contact with the HCRCD for direction and guidance in capacity building.
- 9.2. District Correspondence – None
- 9.3. Executive Director Demers gave an update on the Status of Federal Funding.
- 9.4. Executive Director Demers gave an update on Staff Reports. HCRCD will hire CalTrans Project Coordinator Giorgio Zampaglione on April 21. Executive Director Demers also gave updates on Riverside Ranch, Centerville Slough and Russ Creek Restoration Project and Wadulh Lagoon Restoration Project.
- 9.5. NRCS Eureka Field Office District Conservationist Todd Golder gave updates on staffing and open cost-share funding.
10. Future Agenda Items – None
11. Next Regular HCRCD Board Meeting: May 8, 2025
12. Adjourned at 9:57am

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Agenda Item 5.2 – Approve entering into professional services agreement with Karl Benemann Contracting for the Greater Willow Creek Wildfire Resilience Project- Shaded Fuel Break Phase 1 for \$278,850.00 and authorize the Executive Director to execute agreement and any subsequent amendments.*

AGENDA SECTION: CONSENT

RECOMMENDATION

Consistent with HCRCD's Procurement and Subaward Policy, approve the contract and authorize the Executive Director to execute agreements and any subsequent amendments for

- Contract #184-08 with Karl Benemann Contracting for \$278,850.00 for the Greater Willow Creek Wildfire Resilience Project- Shaded Fuel Break Phase 1.

SUMMARY

HCRCD is administering a USFS Community Wildfire Defense Grant to support fuels reduction work in the Greater Willow Creek Area. HCRCD recently released a Request for Proposals ("RFP") for the [Greater Willow Creek Wildfire Resilience Project- Shaded Fuel Break Phase 1](#) to identify an experienced and qualified contractor to perform fuel treatment services in and around Willow Creek. The RFP was released on Friday, November 15, 2024 and the contractors' Proposals were due Friday, December 20, 2024. The HCRCD received Qualifications from 5 contractors. HCRCD's Procurement and Subaward Policy establishes HCRCD's requirements for subawards and the procurement of services and materials and supplies. In the case of this RFP, contractors were ranked by HCRCD based on pre-established criteria, including budget, demonstrated experience and competence, and social benefit and employment of local residents. Using these criteria, HCRCD selected Karl Benemann Contracting based on budget, level of experience and competence, and social benefit of local residents. The proposal was originally for \$233,850.00, with additional costs for loading and transportation at the rate of \$250/hr and \$185/hr, respectively. Due to the delay in project start date due to the federal funding freeze enacted January 28, 2025, HCRCD and Karl Benemann Contracting negotiated a change order of \$45,000, increasing the contract to \$278,850.00 plus the additional time and materials costs for loading and transportation at the rate of \$250/hr and \$185/hr, respectively.

FISCAL IMPACT

None to general fund; contracts are to be fully funded through USFS Community Wildfire Defense Grant (#184).

ATTACHMENTS

- none

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors
FROM: Jill Demers, Executive Director
SUBJECT: Agenda Item 5.3 – Approve entering into professional services agreement with Stillwater Sciences for Wilson Creek Restoration Planning Alternatives Analysis, 30% Design & CEQA, and 65% Designs and Permit Applications for \$697,123.00 and authorize the Executive Director to execute agreement and any subsequent amendments.*
AGENDA SECTION: CONSENT

RECOMMENDATION

Consistent with HCRCD’s Procurement and Subaward Policy, approve entering into professional services agreement with Stillwater Sciences for Wilson Creek Restoration Planning Alternatives Analysis, 30% Design & CEQA, and 65% Designs and Permit Applications for \$697,123.00 and authorize the Executive Director to execute agreement and any subsequent amendments.

SUMMARY

HCRCD is administering a CDFW Cannabis Restoration Grant to support planning on Wilson Creek a . HCRCD recently released a Request for Proposals (“RFP”) for *Wilson Creek Restoration Planning – Alternatives Analysis, 30% Designs & CEQA, and 65% Designs & Permit Applications* to identify an experienced and qualified contractor to design services. The RFP was released on March 26, 2025 and the contractors’ Proposals were due April 21, 2025. The HCRCD received Qualifications from 2 contractors. HCRCD’s Procurement and Subaward Policy establishes HCRCD’s requirements for subawards and the procurement of services and materials and supplies. In the case of this RFP, contractors were ranked by HCRCD based on pre-established criteria, including budget and demonstrated technical experience and competence. Using these criteria, HCRCD selected Stillwater Sciences. The budget is as follows:

Task	Task Description	Fee
1	Alternatives Analysis	\$209,059
2	30% Design and CEQA Documentation	\$252,381
3	65% Design and Permit Applications	\$235,684
Total		\$697,123

FISCAL IMPACT

None to general fund; contracts are to be fully funded through CDFW grant agreement, HCRCD contract #195.

ATTACHMENTS

- none

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors
FROM: Jill Demers, Executive Director
SUBJECT: Agenda Item 5.4 – Resolution 25-06 Approving the grant of funds from the State Coastal Conservancy for the Wadulh Lagoon Restoration Project*
AGENDA SECTION: OLD BUSINESS

RECOMMENDATION

Discuss and approve Resolution 25-06 to approve the granting of funds from the State Coastal Conservancy for the implementation of the Wadulh Lagoon Restoration Project.

SUMMARY

At the HCRCDD's Regular Meeting of June 10, 2021, the Board took action to enter into a partnership with U.S. Fish and Wildlife Service, Humboldt Bay National Wildlife Refuge to apply for and administer grant funds through the Conservancy and to act as California Environmental Quality Act (CEQA) lead agency for the Mad River Slough Wadulh Lagoon Restoration Project ("the project"), then named the Mad River Slough Demello Parcel Restoration Project.

The Conservancy later authorized Conservancy Grant Agreement No. 22-092 for planning, which the HCRCDD Board acted to approve via Resolution 23-04, resulting in HCRCDD contract #169. The Conservancy approved Grant Agreement No. 23-159 in 2024, and, as a new agreement, a resolution is required to be approved by the HCRCDD Board to approve the funding and authorize the Executive Director or designee to enter the agreement and authorize any amendments.

FISCAL IMPACT

None to general fund; contracts are to be fully funded through Conservancy Grant Agreement No. 23-159, known as HCRCDD contract #187.

ATTACHMENTS

- Resolution 25-06



Humboldt County Resource Conservation District

5630 South Broadway Eureka, CA 95503

Phone (707) 442-6058 Ext. 5

info@hcred.org

RESOLUTION NO. 25-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT APPROVING THE GRANT OF FUNDS FROM THE STATE COASTAL CONSERVANCY FOR THE WADULH LAGOON RESTORATION PROJECT.

WHEREAS, the Legislature of the State of California has established the State Coastal Conservancy (“Conservancy”) under Division 21 of the California Public Resources Code, and has authorized the Conservancy to award grants to public agencies and nonprofit organizations to implement the provisions of Division 21; and

WHEREAS, the Conservancy awards grants for projects that it determines are consistent with Division 21 of the Public Resources Code and within the Conservancy’s Strategic Plan and that best achieve the Conservancy’s statutory objectives, in light of limited funding; and

WHEREAS, the Humboldt County Resource Conservation District (“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, at its Regular Meeting of June 10, 2021, the District took action to enter into a partnership with U.S. Fish and Wildlife Service, Humboldt Bay National Wildlife Refuge to apply for and administer grant funds through the Conservancy and to act as California Environmental Quality Act (CEQA) lead agency for the Mad River Slough Wadulh Lagoon Restoration Project (“the project”), then named the Mad River Slough Demello Parcel Restoration Project; and

WHEREAS, at its December 1, 2022 meeting, the Conservancy adopted a resolution authorizing a grant to the District for the planning portion of this project and the District certified through Resolution 23-04 that it approves the award of Conservancy grant funding and authorizes the execution by a representative of the District of a grant agreement on terms and conditions required by the Conservancy Grant Agreement No. 22-092; and

WHEREAS, at its February 15, 2024 meeting, the Conservancy adopted a resolution authorizing a grant to the District for the implementation portion of this project; and

WHEREAS, the Conservancy requires that governing body of the District to certify through a resolution that it approves the award of Conservancy grant funding and authorizes the execution by a representative of the District of a grant agreement on terms and conditions required by the Conservancy Grant Agreement No. 23-159.

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

1. Approves the award of grant funding from the Conservancy for the project.
2. Acknowledges that it has or will have sufficient funds to complete the project and, if any property is acquired as part of the project to operate and maintain the property, and, if any facilities are constructed as a part of the project, to operate and maintain the facilities for a reasonable period, not less than the useful life of the facilities.
3. Agrees to be bound by all terms and conditions of the grant agreement and any other agreement or instrument as may be required by the Conservancy and as may be necessary to fulfill the terms of the grant agreement and to complete the project.
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 8th day of May, 2025, by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

I hereby certify that the foregoing Resolution Number 25-06 was adopted by the Board of Directors of the Humboldt County Resource Conservation District.

Lauri Barwell, Secretary
Board of Directors