

Humboldt
County



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, Aug 14, 2025

8:00 A.M.

(Items marked with * are attached to director packets. Packets may be requested by contacting the HCRCD at 707-296-3992 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 July 10, 2025*
 - 5.2 Resolution 25-13 to approve the application of funds from Caltrans for the Myers Flat Permanent Restoration and South Fork Eel River Bridge Projects and conditionally accepting funding, if offered.*
 - 5.3 Resolution 25-14 to approve the application of funds from CALFIRE Fire Prevention Programs for the Community Wildfire Protection Plan, Phase VI Project, and conditionally accepting the grant, if offered.*
 - 5.4 Approve modifying professional services agreement with Forestscapes LLC for the Manual Post Fire Restoration Services in Willow Creek Project to \$175,000 and authorize the Executive Director to execute amendment and any subsequent amendments.*
6. **ITEMS PULLED FROM CONSENT CALENDAR - ACTION**
7. **NEW BUSINESS – ACTION**
 - 7.1 Review and potential action to authorize Executive Director to purchase a vehicle over \$50,000 to support Forest Health and Wildfire Resilience projects*
 - 7.2 Resolution 25-15 to award the Salt River Ecosystem Restoration– 2025 Sediment Management Area Maintenance Project and authorizing the Board Chair or designee to execute contract documents and related amendments*
 - 7.3 Review and possible action to approve FY 25-26 Indirect Cost Allocation Rate Update*
 - 7.4 Review and possible action to approve FY 25-26 Fee-for-service Rates*
 - 7.5 Resolution 25-16 to withdraw the District from Uniform Public Construction Cost Accounting Procedures*
 - 7.6 Review and possible action to approve modifications to HCRCD's Construction Bidding and Procurement and Subaward policies*
 - 7.7 Review and approve August 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**
9. **INFORMATIONAL ITEMS**
 - 10.1 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.
 - 10.2 District Correspondence
 - 10.3 Receive informational report and discuss updates on Salt River Watershed Council, Salt River Ecosystem Restoration Project, and Williams Creek Restoration Projects*
 - 10.4 HCRCD Staff Reports*
 - 10.5 NRCS Report
10. **FUTURE AGENDA ITEMS**
11. **NEXT REGULAR MEETING: September 11, 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@hcrctd.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: August 14, 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 July 10, 2025*
AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Minutes for Regular Meeting of July 10, 2025

SUMMARY

n/a

FISCAL IMPACT

n/a

ATTACHMENTS

Minutes for Regular Meeting of July 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
July 10, 2025

1. Call to Order: Christine Manhart, Chair at 8:04am
 2. Roll Call
 - HCRC Board of Directors: Christine Manhart (Chair), Lane Russ (Vice Chair), Lauri Barnwell (Secretary/Treasurer), Dan Cohoon, Jim Cotton
 - HCRC Board of Directors Excused: Zach Cahill, Reid Cody
 - HCRC Staff: Jill Demers (Executive Director), Curtis Ihle, (Assistant Executive Director), Anita Hipp, Doreen Hansen, Jake Taulbee, Katrina Henderson, Alex Cunha, Travis Massey
 - HCRC Staff Excused: Charlotte Favre, Megan Kownurko, Giorgio Zampaglione, Matt Settelmayer, Petra Engstrom, Kristin Cooper
 - In-Person Guests: Joseph Alexander (Salt River Watershed Council)
 - Virtual Guests: Kathy Phillis (Salt River Watershed Council)
 3. Additions or Changes to the Agenda:
 - 9.5 NRCS Report removed
 4. Public Comment Period – None
 5. Consent Calendar
 - 5.1. Approve Minutes for the Regular Meeting of June 12, 2025
 - 5.2. Approve Resolution 25-11, authorizing the application of funds from the National Fish and Wildlife Foundation National Coastal Resilience Fund for the Russ Creek and Centerville Slough Restoration Project and Conditionally Accepting Grant, if offered.
 - 5.3. Approve entering into professional services agreement with VS Const-Shinn Inc. for the Disaster Recovery Post Fire-Knob 2021 Restoration Project Phase 1 for \$191,912.50 and authorize the Executive Director to Execute agreement and any subsequent amendments.
 - 5.4. Approve entering into professional services agreement with Karl Benemann Contracting for the Post Fire Six Rivers 2022 Restoration Project Phase 1 for \$365,104.00 and authorize the Executive Director to execute agreement and any subsequent amendments.
 - 5.5. Approve entering into a Task Order under the Master Services Agreement with GHD Inc. for the Sea Level Rise Vulnerability Assessment & Adaptation Plan for the Lower Eel River Estuary for \$680,000.00 and authorize the Executive Director to execute agreement and any subsequent amendments.
 - 5.6. Approve entering into a Fee-for-Service Agreement with the County of Humboldt for \$52,000 for the California Fire Safe Council 2025 Wildfire County Coordinator Grant Program and authorize the Executive Director to execute agreements and subsequent amendment.
- Motion to accept the Consent Calendar (items 5.1, 5.2, 5.3, 5.4, 5.6) by Director Cohoon, Seconded by Director Cotton. Ayes: Directors Manhart, Russ, Barnwell. Noes: None. Passed Unanimously.
6. Items Pulled from the Consent Calendar

Humboldt County Resource Conservation District
Board of Director's Monthly Board Meeting Minutes
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5.5 Executive Director Demers reviewed the difference between a "Task Order" which can be described as a "Scope of Work" and a "Contract" which can be described as an "Authorization" to start work.

Motion to accept the Consent Calendar (item 5.5) by Director Russ and Seconded by Director Cotton. Ayes: Directors Manhart, Barnwell, Cohoon. Noes: None. Passed Unanimously

7. New Business

7.1. Resolution 25-12 action to approve the Project Specific Analysis and Addendum to the California Vegetation Management Program PEIR for the Mail Ridge Forest Health and Wildfire Resilience Project. Executive Director Demers importance of the 20,000+ acres of treatment area for the Mail Ridge in Southern Humboldt County.

Motion to approve item 7.1 Resolution 25-12 by Director Cotton and Seconded by Director Barnwell. Ayes: Directors Manhart, Russ, Cohoon. Noes: None. Passed Unanimously

7.2. Approve July 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 approve item 7.2 by Director Barnwell and Seconded by Director Cotton. Ayes: Directors Manhart, Russ, Cohoon. Noes: None. Passed Unanimously

8. Old Business – None

9. Informational Items

9.1. District Director Updates and Announcements – None

9.2. District Correspondence – None

9.3. Executive Director Demers reviewed informational report and formation documents for the Salt River Watershed Council and gave updates on the Salt River Ecosystem Restoration Project and Williams Creek Restoration Project. A discussion between Chair Manhart and Virtual Guest Kathy Phillis regarding funds for long term maintenance. It was agreed that the HCRCD Salt River Subcommittee will meet with the Salt River Watershed Council to discuss goals/objectives for a functional partnership.

9.4. HCRCD Staff Reports – Directors directed to the staff report in their board packet.

9.5. NRCS Report – No report, pulled from agenda.

10. Future Agenda Items

9.3 Receive informational report and review formation documents for the Salt River Watershed Council and discuss updates on Salt River Ecosystem Restoration Project and Williams Creek Restoration Projects.

11. Closed Session – Board entered into closed session at 9:36am for Executive Director Demers performance evaluation.

12. Reconvened in Open Session – Board reconvened in open session at 10:42am.

Humboldt County Resource Conservation District
Board of Director's Monthly Board Meeting Minutes
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Report out on action taken in Closed Session – Action taken to issue a positive performance evaluation for ED and approve an increase annual salary to Executive Director, Step 5 at \$122,620 a year in alignment with the approved HCRCDC Salary Schedule.

13. Next Regular Meeting: August 14, 2025

14. Adjourned at 10:44 am

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Agenda Item 5.2: Resolution 25-13 to approve the application of funds from Caltrans for the Myers Flat Permanent Restoration and South Fork Eel River Bridge Projects and conditionally accepting funding, if offered.*

Agenda Section: CONSENT

RECOMMENDATION

Approve Resolution 25-13.

SUMMARY

Caltrans has approached HCRCD to maintain two new mitigation sites.

- The Myers Flat Permanent Restoration Project site is located 1.5 miles south of Myers Flat, CA. Vegetation restoration activities include installing and maintaining approximately 15 plants at a road stabilization site. Installation and maintenance are anticipated to occur on less than one acre of land for 5 years. The budget for the Myers Flat Permanent Restoration Project site is anticipated to be approximately \$205,000 and the contract term ends in 2030.
- The South Fork Eel River Bridge Project site is located 0.3 miles south of Meyers flat. Installation and maintenance of 100 plants are anticipated to occur on less than one acre of land for 5 years. HCRCD staff have met with Caltrans staff on site and have begun work on a draft budget and scope of work. The budget for the South Fork Eel River Bridge Project site is anticipated to be approximately \$250,000 and the contract term will begin in 2026 and end in 2030. The final budget is still in development.

Anticipated activities for the sites include:

- Installing trees and shrubs.
- Performing on-site maintenance activities such as watering, cage maintenance, weeding, and other maintenance tasks.
- Performing supplemental planting.
- Providing regular progress and fiscal reports along with quarterly invoices

HCRCD has included budgets for three (3) staff members (one (1) Lead Conservation Technician and two (2) Conservation Technicians) to complete these tasks. It is estimated that these projects will account for 10% of field crew staff time with an additional 90% of time coming from the Caltrans HBAM and Fortuna projects (previously approved by the board), and future Caltrans and restoration projects.

FISCAL IMPACT

Costs are fully covered by Caltrans, including reimbursement of indirect cost rate. Additionally, Caltrans will provide funds in advance to assist with cashflow and equipment purchases.

ATTACHMENTS

- Resolution 25-13



Humboldt County Resource Conservation District

5630 South Broadway Eureka, CA 95503

Phone (707) 442-6058 Ext. 5

info@hercd.org

RESOLUTION NO. 25-13

RESOLUTION OF THE DISTRICT BOARD OF DIRECTORS OF THE HUMBOLDT COUNTY RESOURCE CONSERVATION APPROVING THE APPLICATION OF FUNDS FROM CALTRANS FOR THE MYERS FLAT PERMANENT RESTORATION AND SOUTH FORK EEL RIVER BRIDGE PROJECTS AND CONDITIONALLY ACCEPTING FUNDING, IF OFFERED.

WHEREAS, the California Department of Transportation (Caltrans) North Coast Region, approached the Humboldt County Resource Conservation District (District) to provide assistance implementing and maintaining restoration and revegetation projects; and

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 intends to perform on-site plant installation and maintenance activities across the Meyers Flat Permanent Restoration and South Forek Eel River Bridge mitigations sites and monitor site and plantings cooperatively with Caltrans.

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 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 cooperative agreement(s); 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 August, 2025, by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

I hereby certify that the foregoing Resolution Number 25-13 was adopted by the Board of Directors of the Humboldt County Resource Conservation District.

Lauri Barnwell, 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 25-14 to approve the application of funds from the Wildfire Prevention Grant Program as provided through the California Climate Investments for the Community Wildfire Protection Plan Phase VI Project, and conditionally accepting the grant, if offered*

AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Resolution 25-14.

SUMMARY

The proposed project, the Community Wildfire Protection Plan (CWPP) Phase VI (Phase VI Project) builds upon previous applications to and awards from CALFIRE's Fire Prevention Grant Program by Humboldt County Public Works to implement priority projects or actions identified in the 2019 Humboldt County Community Wildfire Preparedness Plan (CWPP). As part of the Humboldt County Fire Safe Council, HCRCD worked with Humboldt County staff and other Fire Safe Council partners to identify potential implementation projects countywide. Due to HCRCD's strong history of implementation success, capacity to manage implementation grants, and ability to be CEQA lead agency, HCRCD was identified as grant applicant for this round of Fire Prevention Grants.

The primary objective is to increase wildfire prevention in and around high-risk communities. Project areas were selected based on continuity to previously treated projects in order to expand the progression of wildfire preparedness work and provide maintenance and fire hardening to strategic ridgeline fuel break previously funded by CALFIRE's Forest Health and Fire Prevention programs.

Phase VI Project proposes to treat 230 acres total across 5 project areas- 120 acres of roadside fuels reduction along identified ingress/egress evacuation routes in four (4) communities (Salmon Creek, Whitethorn, McKinleyville and Petrolia) and one (1) 110-acre prescribed fire unit. The McKinleyville roadside project area will treat up to 200 feet off the side of the road with 58 acres of mechanical treatment and 2 acres of manual treatment on steep slopes. In Salmon Creek, Whitethorn and Petrolia, manual treatment will occur up to 50 feet off the side of the road with chipping being the primary treatment and lop and scatter as secondary treatment.

Phase VI Project is a collaborative plan with six (6) project partners- Mattole Restoration Council, Briceland Volunteer Fire Department, Chapman Ranch, California State Parks, McKinleyville Community Services District and Green Diamond Resource Company. All 6 partners provided a letter of commitment to ensure the success of the project including coordinating landowner outreach, project tracking, implementation crews and match funds. HCRCD coordinated directly with CALFIRE Humboldt Del-Norte

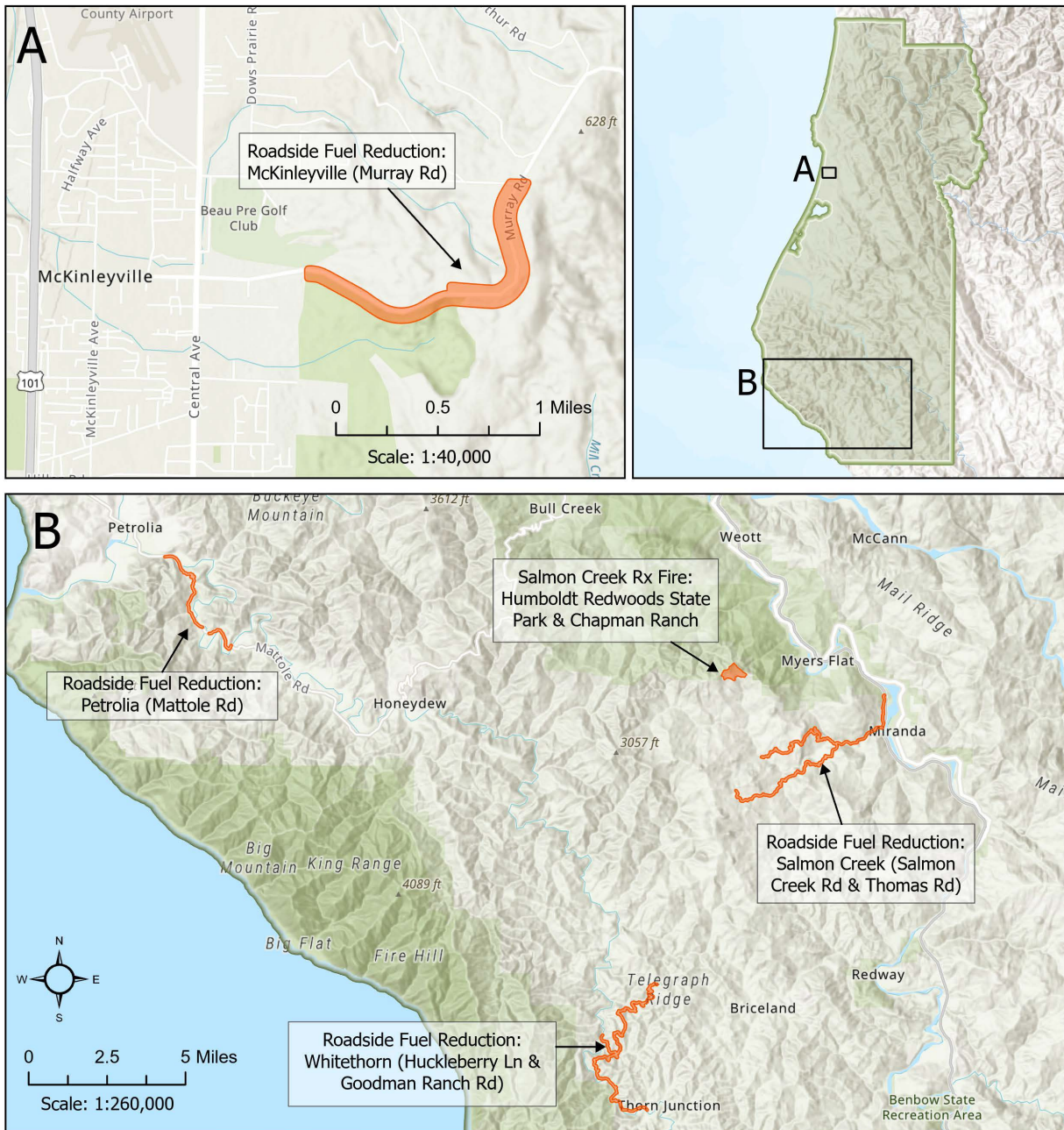
Unit (HUU) Pre-Fire Planning Unit staff to align the proposed Phase VI Project with the local unit's priorities.

FISCAL IMPACT

HCRCB requested grant funds of \$947,515.63 over 3 years. Project implementation and admin costs will be entirely covered by the grant source.

ATTACHMENTS

- Program Area Map
- Resolution 25-14



CAL FIRE Wildfire Prevention Grant

Humboldt County Resource Conservation District
Grant No.25-WP-HUU 79221719

Prepared by:

Humboldt County



RESOURCE
CONSERVATION DISTRICT

Esri, NASA, NGA, USGS, Esri, NASA, NGA, USGS, FEMA, Esri, CGIAR, USGS, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community, Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community



Humboldt County Resource Conservation District

5630 South Broadway Eureka, CA 95503

Phone (707) 442-6058 Ext. 5

info@hercd.org

RESOLUTION NO. 25-14

RESOLUTION OF THE DISTRICT BOARD OF DIRECTORS OF THE HUMBOLDT COUNTY RESOURCE CONSERVATION TO APPROVE THE APPLICATION OF FUNDS FROM CALFIRE FIRE PREVENTION PROGRAMS FOR THE COMMUNITY WILDFIRE PROTECTION PLAN, PHASE VI PROJECT, AND CONDITIONALLY ACCEPTING THE GRANT, IF OFFERED.

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Climate Investment, which provides funds to the State of California and its political subdivisions for fire prevention programs; and

WHEREAS, the State Department of Forestry and Fire Protection (CAL FIRE) has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non profit organizations, and others under the program, 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, to increase wildfire prevention in and around high-risk communities and implement priority actions of the 2019 Humboldt County Community Wildfire Preparedness Plan, the District and Humboldt County Fire Safe Council partners selected project areas for implementation that expand upon previous wildfire preparedness work completed countywide as part of the Community Wildfire Protection Plan, Phase VI Project; and

WHEREAS, if awarded, the District will enter into an agreement with the State of California to carry out Community Wildfire Protection Plan, Phase VI Project.

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

1. Approved the filing of an application for "California Climate Investments Wildfire Prevention Grants Program"; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of Humboldt County Resource Conservation District are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to the grant termination date.
5. Appoints Executive Director or a designee, to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned 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 August, 2025, by the following vote:

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

I hereby certify that the foregoing Resolution Number 25-14 was adopted by the Board of Directors of the Humboldt County Resource Conservation District.

Lauri Barnwell, 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 – Approve modifying professional services agreement with Forestscapes LLC for the Manual Post Fire Restoration Services in Willow Creek Project to \$175,000 and authorize the Executive Director to execute amendment and any subsequent amendments.*

AGENDA SECTION: CONSENT

RECOMMENDATION

Consistent with HCRCD's Procurement and Subaward Policy, authorize the Executive Director to increase the contract amount for Forestscapes LLC for the Manual Post Fire Restoration Services in Willow Creek Project.

SUMMARY

HCRCD is subcontracted by CARCD to administer a USFS Disaster Recovery grant to support post fire restoration in the in the Knob 2021 and Six Rivers Lightning Complex 2022 wildfire footprints near Willow Creek, CA. HCRCD recently released a Request for Proposals ("RFP") for the [Manual Post Fire Restoration Services in Willow Creek Project](#) to identify an experienced and qualified contractor to perform fuel treatment services in and around Willow Creek. The RFP was released on June 9, 2025 and the contractors' Proposals were due June 23, 2025. The HCRCD received Proposals from 4 contractors. HCRCD's Procurement Policy for Federal Awards and Federal Contract Code establishes HCRCD's requirements for federal subawards and the procurement of services and materials and supplies. In the case of this RFP, contractors' Proposals were ranked by HCRCD based on pre-established criteria, including budget and demonstrated experience and competence. Using these criteria, HCRCD selected Forestscapes LLC based on budget, level of experience and competence.

FISCAL IMPACT

None to general fund; contracts are to be fully funded through USFS Disaster Recovery Post Fire (#180 and #181).

ATTACHMENTS

- none