



## 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, October 9, 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](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.

#### 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](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.

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 August 14, 2025\*
  - 5.2 Approve contractor agreement with Trinity County Resource Conservation District for the Six Rivers 2022 Lightning Complex Post-Fire Disaster Recovery Project for \$1,011,110.60 and authorize the Executive Director to execute agreement and any subsequent amendments.\*
  - 5.3 Approve Amendment 6 to Master Services Agreement with GHD Inc. to increase contract amount to \$300,000 to advance the Russ Creek and Centerville Slough Restoration Project Final Designs and CEQA Addendum.\*
  - 5.4 Approve Co-Sponsorship of Resolution calling on the California Association of Resource Conservation Districts (CARCD) to Prioritize Full Cost Recovery for Resource Conservation Districts\*
  - 5.5 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 2025 California Association of Resource Conservation Districts (CARCD) Annual Business Meeting and at any other general membership meeting and regional meeting.\*
6. **ITEMS PULLED FROM CONSENT CALENDAR - ACTION**
7. **NEW BUSINESS – ACTION**
  - 7.1 Review and approve September 2025 Financial Report\*
  - 7.2 Review and approve October 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.
  - 7.3 Review and possible action to approve HCRCD Communication Policy\*
  - 7.4 Discuss and potential action to plan for Long-Range Plan update\*
8. **OLD BUSINESS – ACTION**
  - 8.1 Approve Resolution 25-17 to accept the USDA Forest Service Community Wildfire Defense Grant for the Southern Humboldt Wildfire Risk Reduction Project.\*
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 Receive informational report and discuss updates on Salt River Watershed Council, Salt River Ecosystem Restoration Project, and Williams Creek Restoration Projects\*
  - 9.4 HCRCD Staff Reports\*
  - 9.5 NRCS Report
10. **FUTURE AGENDA ITEMS**
11. **NEXT REGULAR MEETING: November 13, 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@hcrd.org](mailto:admin@hcrd.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: October 9, 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 August 14, 2025\*  
AGENDA SECTION: CONSENT

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RECOMMENDATION

Approve Minutes for Regular Meeting of August 14, 2025

SUMMARY

n/a

FISCAL IMPACT

n/a

ATTACHMENTS

Minutes for Regular Meeting of August 14, 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  
August 14, 2025

1. Call to Order: Christine Manhart, Chair at 8:00am
2. Roll Call
  - HCRCDD Board of Directors: Christine Manhart (Chair), Lauri Barnwell (Secretary/Treasurer), Dan Cohoon, Zach Cahill, Jim Cotton
  - HCRCDD Board of Directors Excused: Lane Russ (Vice Chair), Reid Cody
  - 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, Giorgio Zampaglione, Matt Settelmayer, Petra Engstrom
3. Additions or Changes to Agenda:
  - 10.5 NRCS Report Removed
4. Public Comment Period – None
5. Consent Calendar
  - 5.1. Approve Minutes for the Regular Meeting of July 10, 2025
  - 5.2. Approve Resolution 25-13, authorizing 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. Approve Resolution 25-14, authorizing 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.

Director Cahill requested items 5.2 through 5.4 are removed from Consent Calendar and discussed during item #6, below. Motion to accept the remaining Consent Calendar (item 5.1) by Director Cohoon, Seconded by Director Cahill. Ayes: Directors Manhart, Barnwell, Cahill, Cotton. Noes: None. Passed Unanimously.
6. Items Pulled from the Consent Calendar
  - 5.2. Executive Director Demers reviewed the scope of the Caltrans Project and the need for additional Work Crew Employees with some possibly Seasonal. Motion to accept the Consent Calendar (item 5.2) by Director Cotton, Seconded by Director Barnwell. Ayes: Directors Manhart, Cohoon, Cahill. Noes: None. Passed Unanimously.

Humboldt County Resource Conservation District  
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5.3. Executive Director Demers reviewed the scope of the CALFIRE Project and the need for Roadside Fuel Reduction Plan.

Motion to accept the Consent Calendar (item 5.3) by Director Cohoon, Seconded by Director Cotton. Ayes: Directors Manhart, Barnwell, Cahill. Noes: None. Passed Unanimously.

5.4. Executive Director Demers reviewed the contract modification with ForestScapes LLC to \$175,000 for work on the Post Fire Restoration in Willow Creek. Motion to accept the Consent Calendar (item 5.4) by Director Cotton, Seconded by Director Cahill. Ayes: Directors Manhart, Barnwell, Cohoon. Noes: None. Passed Unanimously.

7. New Business

7.1. Action to authorize Executive Director Demers to purchase a vehicle over \$50,000 to support Forest Health and Wildlife Resilience projects.

Motion to approve (item 7.1) by Director Cahill, Seconded by Director Cotton. Ayes: Director's Manhart, Barnwell, Cohoon. Noes: None. Passed Unanimously

7.2. Director Barnwell recuses herself due to a conflict of interest.

Resolution 25-15 action 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.

Motion to approve (item 7.2) by Director Cohoon, Seconded by Director Cahill.

Ayes: Directors Manhart, Cotton. Noes: None. Passed Unanimously

7.3. Action to approve FY 25-26 Indirect Cost Rate Update.

Motion to approve by Director Barnwell, Seconded by Director Cohoon. Ayes: Directors Manhart, Cahill, Cotton. Noes: None. Passed Unanimously

7.4. Action to approve FY 25-26 Fee-for-service Rates with Modifications regarding Mileage, Equipment and Vehicle Day Rates.

Motion to approve by Director Cotton, Seconded by Director Barnwell. Ayes: Directors Manhart, Cohoon, Cahill. Noes: None. Passed Unanimously

7.5. Resolution 25-16 to approve the withdraw of the District from Uniform Public Construction Cost Accounting Procedures and establish a Uniform Cost Accounting Standard for Contractors.

Humboldt County Resource Conservation District  
Board of Director's Monthly Board Meeting Minutes  
Humboldt Agricultural Center, 5630 South Broadway, Eureka, CA 95503  
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August 14, 2025

Motion to approve by Director Barnwell, Seconded by Director Cahill. Ayes:  
Directors Manhart, Cohoon, Cotton. Noes: None. Passed Unanimously

7.6. Action to approve Modifications to HCRCD's Construction Bidding and  
Procurement and Subaward policies.

Motion to approve by Director Barnwell, Seconded by Director Cotton. Ayes:  
Directors Manhart, Cohoon, Cahill. Noes: None. Passed unanimously

7.7. 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 by Director Barnwell, Seconded by Director Cohoon. Ayes:  
Directors Manhart, Cahill, Cotton. 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 the updates on Salt River Watershed  
Council, Salt River Ecosystem Restoration Project, and Williams Creek  
Restoration Projects. Executive Director provided verbal report and directed  
Board to written staff report.

9.4. HCRCD Staff Report – Executive Director provided verbal report and directed  
Board to written staff report.

9.5. NRCS Report - Removed

10. Future Agenda Items

11. Next Regular Meeting: September 11, 2025

12. Adjourned at 10:02am

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT  
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Agenda Item 5.2 – Approve contractor agreement with Trinity County Resource Conservation District for the Six Rivers 2022 Lightning Complex Post-Fire Disaster Recovery Project for \$1,011,110.60 and authorize the Executive Director to execute agreement and any subsequent amendments.\*

AGENDA SECTION: CONSENT

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RECOMMENDATION

Consistent with HCRCD's Procurement Policy for Federal Awards, act to authorize the Executive Director to execute an implementation agreement in the amount of \$1,011,110.60, and to execute any subsequent amendments, for Trinity County Resource Conservation District for the Disaster Recovery Post Fire Six Rivers 2022 Restoration Project.

SUMMARY

HCRCD has been awarded funding from the California Associations of RCDs (CARCD) to administer a US Forest Service Disaster Recovery grant to support post-fire recovery and restoration in the Six Rivers Lightning Complex 2022 wildfire footprint near Willow Creek, CA (HCRCD grant contract #181). The total award for the #181 grant agreement is \$3,476,444.32. Part of the Six Rivers Lightning Complex 2022 wildfire footprint falls in Trinity County, and outside of the jurisdiction of HCRCD and within the jurisdiction of Trinity County Resource Conservation District (TCRCD); HCRCD and TCRCD jointly applied for funding.

TCRCD is currently subcontracted by HCRCD for \$50,000 under grant agreement #181. TCRCD completed outreach to landowners in Trinity County and devised an implementation plan in coordination with HCRCD staff and forestry consultants. TCRCD will complete all implementation work with their in-house crews including: 2,000 trees/shrubs propagated, 4.5 acres reforestation, 30 acres noxious weed treatment, and 138 hazardous fuels reduction. TCRCD will also complete outreach events and management plans for landowners. An agreement in the amount of \$1,011,110.60 is necessary for TCRCD to complete this work plan.

FISCAL IMPACT

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

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 Amendment 6 to Master Services Agreement with GHD Inc. to increase contract amount to \$300,000 to advance the Russ Creek and Centerville Slough Restoration Project Final Designs and CEQA Addendum.\*

AGENDA SECTION: CONSENT

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RECOMMENDATION

Consistent with HCRCD's Procurement and Subaward Policy, approve Amendment 6 to Master Services Agreement with GHD Inc. to increase contract amount to \$300,000 to advance the Russ Creek and Centerville Slough Restoration Project Final Designs and CEQA Addendum.

SUMMARY

Humboldt County Resource Conservation District (HCRCD) entered into a Master Services Agreement with GHD Inc. (GHD) dated 4-14-2006. In August 2024, GHD was HCRCD with Amendment 5 to the Master Service Agreement to advance the 65% design to draft 100% design plans and respond to comments received by the California Coastal Commission (CCC) on the Consistency Determination (CD) and Coastal Development Permit (CDP) applications for the Centerville Slough & Russ Creek Restoration Project (Project). Amendment 5 was executed prior to

Within 2 months of initiating the draft 100% design effort, GHD in collaboration with the project partners, decided to pause the draft 100% design plan process given the delays associated with the CDP review and potential need for re-design. During the 2-month draft 100% design process, much of the Russ Creek flood gate structural design and related geotechnical services were completed, however the balance of the effort to advance the project design from 65% to draft 100% did not occur. Approximately \$85,000 In August 2025, the project received the Notice of Intent (NOI) to issue the CD/CDP with conditions of approval that included partial realignment of the set-back berm and a southward expansion of the project. In response to the NOI, GHD provided a scope of services in late September 2025, which includes:

- 1) Development of the draft 100% design submittal that was not completed in 2024,
- 2) Preparation of a CEQA EIR Addendum, and
- 3) Response to NOI CD/CDP Conditions #2-5, and 7.

The budget for the proposed work is:

Task Description	Budget
Task 1 – Draft 100% Design Submittal	
Sub-task 1.1 – Project Management & Meetings	\$9,960



Sub-task 1.2 – Draft 100% Design Plans, Specifications & Opinion of Cost	\$110,700
Sub-task 1.3 – Final Basis of Design Report	\$10,000
Task 2 – CEQA Addendum	\$20,840
Task 3 – Respond to Coastal Commission CD/CDP Conditions	\$33,720
<b>TOTAL</b>	<b>\$185,220</b>

Amendment 6 would increase the contract budget to \$300,000 from \$190,500 for this task (final design and Coastal Commission permit support).

#### FISCAL IMPACT

None to general fund; contracts are to be fully funded through WCB grant agreement, HCRCD contract #176.

#### ATTACHMENTS

- none

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT  
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Agenda Item 5.4 - Approve Co-Sponsorship of Resolution calling on the California Association of Resource Conservation Districts (CARCD) to Prioritize Full Cost Recovery for Resource Conservation Districts\*

AGENDA SECTION: CONSENT

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RECOMMENDATION

Act to co-sponsor the attached resolution to call for CARCD to prioritize full cost recovery for RCDs via indirect rates from grant funds and authorize Executive Director to make changes as necessary to align with co-sponsoring RCDs.

SUMMARY

The HCRCD is a Full Member of California Association of Resource Conservation Districts (CARCD) and may submit resolutions to CARCD for consideration of the CARCD Board of Directors during the Annual Business Meeting, which will take place in person on Tuesday, November 18, 2025 at CARCD's Annual Conference in Sacramento.

Resource Conservation Districts around the state largely operate with no base funding and therefore rely on achieving full cost recovery under grants and contracts. Grant funds often allow for full recovery of direct costs (i.e., project-specific costs), however grant funds often cap indirect costs (i.e., costs incurred for common or joint objectives that cannot be readily and specifically identified with a particular project or activity; examples include compliance with the Brown Act and other public transparency laws, utilities, rent, accounting and auditing services, and insurance). Indirect rates allowed by grant funders may be set by statute or agency policy but are often capped at levels that do not allow RCDs to achieve full cost recovery. The attached resolution directs the CARCD to prioritize education and advocacy to ensure the state funders establish indirect rates that support full cost recovery for RCDs.

FISCAL IMPACT

n/a

ATTACHMENTS

- Proposed Resolution for the California Association of Resource Conservation Districts (CARCD) to present to their membership for passage: "Prioritization of Full Cost Recovery For Resource Conservation Districts"

**Resolution** (Co-sponsored by Tehama and San Mateo RCDs, anticipated to be joined by Santa Cruz, Mendocino and maybe more)

**August 29, 2025**

**Prioritization of Full Cost Recovery For Resource Conservation Districts**

WHEREAS the California Association of Resource Conservation Districts is a non-profit member-driven organization dedicated to advancing the needs of Resource Conservation Districts (RCDs) in California; and

WHEREAS, RCDs, as independent special districts organized under Division Nine of the Public Resources Code, receive no statewide appropriation or any other general funding from the State of California; and

WHEREAS, while some RCDs receive funding from tax-increment funds, property tax funds, or some occasionally appropriated base funding from their home counties, most RCDs in California receive no consistent form of funding and rely solely on indirect rates provided by state or federal grants, or, occasionally, by contracts with local or state agencies and/or private parties; and

WHEREAS RCDs often depend on sufficient indirect rates from government grants to provide most, if not all, of their operational funding; and ideally, these should be applied equitably across all funding sources to minimize risk and to ensure that all grant opportunities beneficial to our communities are evaluated by RCDs based on their merits; and

WHEREAS, RCDs, as government bodies, must undertake required and necessary activities not applicable to non-profits or private organizations, including compliance with a myriad of public laws relating to public agencies to ensure the highest degree of ethics and transparency, maintaining accessible websites, using accounting methodologies that are open to the public and in compliance with GAAP standards, maintaining appropriate public offices, having elected or appointed boards of directors responsible to the public, performing outreach to residents of their respective counties, purchasing insurance, consulting with financial and legal professionals, ensuring that their employees are trained and comply with legally-mandated government standards in ethics, human resources, and other essential matters, actively participating in regional and statewide forums to advance our mission, as well as county and local government activities and cooperation; and

WHEREAS, as a government body, RCDs are uniquely situated to provide non-regulatory conservation leadership, guidance and assistance to landowners and land stewards because of their accountability to the public, transparent finance operations, long history

of success in conservation work in soils, agriculture, water resource conservation, forestry, and land stewardship and

Whereas, RCDs are leaders in identifying needs and advancing solutions for improved efficiencies and “good government”, such as cutting green tape for reducing costs and complexities of permitting, and working towards a focused agenda with our state partners on cutting green tape on administrative costs and burdens; and

WHEREAS; RCDs compete for funding from other government agencies, but more often, from non-profits who do not have the overhead required by government agencies because they are subject to audit requirements, Brown Act compliance and the myriad of other government requirements put in place to increase accountability and transparency and are therefore disadvantaged if funding agencies prioritize organizations with lower indirect cost requirements; and

WHEREAS: traditional indirect rate calculations from funding agencies are inconsistent and often bar the funding of essential functions that RCDs must perform, yet the California Department of General Services implements a cost allocation program for all state agencies to recover their full costs ; and

WHEREAS, inconsistent indirect cost rates create inequities across grant programs, whereby grants that allow higher indirect rates or follow federal guidelines are unfairly disadvantaged, resulting in certain state funders effectively subsidizing other state-funded grants; and WHEREAS; if RCDs do not receive sufficient indirect funds from their granting agencies, their ability to function, maintain continuity of essential services, and in some cases even exist is at risk. Many RCDs worry about their survival on year-to-year basis: and

WHEREAS indirect rates are provided through grants and agreements in a myriad of different ways and it is recognized that no one methodology works for the wide range of sizes and types of RCDs,

THEREFORE, be it resolved, that the California Association of Resource Conservation Districts, as a membership organization formed to support member RCDs, should prioritize, *as a primary objective*, advocating for sustainable funding, including full cost recovery from state and federal granting agencies that would permit RCDs to run smoothly, efficiently, and to the purposes for which RCDs were intended to operate, the advancement of conservation of wild and working lands in the State of California.

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT  
BOARD OF DIRECTORS

TO: Board of Directors

FROM: Jill Demers, Executive Director

SUBJECT: Agenda Item 5.5 - 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

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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 2025 Annual Business Meeting will take place in-person on Tuesday, November 18, 2025 at CARCD's Annual Conference in Sacramento.

FISCAL IMPACT

n/a

ATTACHMENTS

n/a