

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 13, 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 October 9, 2025*
 - 5.2 Approve Minutes for Special Meeting of November 6, 2025*
 - 5.3 Approve entering into professional services agreement with Biswell Forestry, LLC for the Willow Creek Shaded Fuel Break Phase 2 - Manual Fuels Reduction Services project for \$456,245.00 and authorize the Executive Director to execute agreement and any subsequent amendments.*
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, 2025 – *David Alvey, Maze and Associates**
 - 7.2 Approve Resolution 25-19 to approve the application of funds from the California State Water Resource Control Board’s 2026 Nonpoint Source Grant Program for the Price Creek Nonpoint Source Reduction Planning Project, and conditionally accepting grant, if offered.*
 - 7.3 Review and approve November 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 Discuss content of current Long-Range Plan and take potential action to determine process for Long-Range Plan update*
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: December 10, 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. 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: November 13, 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 October 9, 2025*
AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Minutes for Regular Meeting of October 9, 2025

SUMMARY

n/a

FISCAL IMPACT

n/a

ATTACHMENTS

Minutes for Regular Meeting of October 9, 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
October 14, 2025

1. Call to Order: Christine Manhart, Chair at 8:02am
 2. Roll Call
 - HCRC Board of Directors: Christine Manhart (Chair), Lane Russ (Vice Chair), Dan Cohoon, Jim Cotton, Reid Cody
 - HCRC Board of Directors Excused: Lauri Barnwell (Secretary/Treasurer), Zach Cahill
 - HCRC Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Anita Hipp, Doreen Hansen, Jake Taulbee, Alex Cunha, Travis Massey, Olivia Lopes, Renata Urbina De la Flor
 - HCRC Staff Excused: Katrina Henderson, Megan Kownurko, Zoe Ziegler, Giorgio Zampaglione, Matt Settelmayer, Petra Engstrom
 3. Additions or Changes to Agenda:
 - 9.5 NRCS Report Removed
 4. Public Comment Period – None
 5. Consent Calendar
 - 5.1. Approve Minutes for the 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 Service 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, HCRC Board Chair, as HCRC's Voting Delegate and Jim Cotton, HCRC Director, as HCRC'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.
- Motion to accept the Consent Calendar (items 5.1, 5.2, 5.3, 5.4, 5.5) by Director Cotton, Seconded by Director Russ. Ayes: Directors Manhart, Cohoon, Cody. Noes: None. Passed Unanimously.

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6. Items Pulled from the Consent Calendar: None

7. New Business

7.1. Approve September 2025 Financial Report

Motion to approve (item 7.1) by Director Cohoon, Seconded by Director Cotton. Ayes: Directors Manhart, Russ, Cody. Noes: None. Passed Unanimously.

7.2. Approve October 2025 Financial Report and Staff Recommendation 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 Cotton, Seconded by Director Cody. Ayes: Director Manhart, Russ, Cohoon. Noes: None. Passed Unanimously.

7.3. Action to approve HCRCD Communication Policy. Discussion took place regarding digital emails, text and harassment guidelines. No action taken; staff will bring revision before previously established ad hoc committee and then back to the board.

7.4. Action to plan for Long-Range Plan update. Discussion took place regarding content and process for revision. No action taken; staff will keep Long-Range plan on November agenda for further discussion.

8. Old Business

8.1. Approve Resolution 25-17 to accept the USDA Forest Service Community Wildfire Defense Grant for the Southern Humboldt Wildfire Risk Reduction Project.

Motion to approve (item 8.1) by Director Cody. Seconded by Director Cohoon. Ayes: Directors Manhart, Russ, Cotton. Noes: None. Passed Unanimously.

9. Informational Items

9.1. District Updates and Announcements – None

9.2. District Correspondence – None

9.3. Received informational report and discuss updates on Salt River Watershed Council, Salt River Ecosystem Restoration Project and Williams Creek Restoration Projects. Discussed subcommittee meeting with the Salt River Watershed Council, with both directors Manhart and Russ giving an overview from the meeting.

9.4. HCRCD Staff Report – Executive Director Demers and Program Managers gave updates

9.5. NRCS Report – Removed due to Federal Furlough

10. Future Agenda Items

10.1. HCRCD Communication Policy

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October 14, 2025

10.2. HCRCD Long Range Plan

11. Next Regular Meeting: November 13, 2025.

12. Adjourned at 10:07am

Agenda Item #5.2 (CONSENT)
For Regular Board Meeting of: November 13, 2025

HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS

TO: Board of Directors
FROM: Jill Demers, Executive Director
SUBJECT: 5.2 Approve Minutes for Special Meeting of November 6, 2025*
AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Minutes for Special Meeting of November 6, 2025

SUMMARY

n/a

FISCAL IMPACT

n/a

ATTACHMENTS

Minutes for Special Meeting of November 6, 2025

Humboldt County Resource Conservation District
Board of Director's Special Meeting Minutes
Humboldt Agricultural Center, 5630 South Broadway, Eureka, CA 95503
or Teleconference via ZOOM and Telephone
November 6, 2025

1. Call to Order: Christine Manhart, Chair at 1:00pm

Addition: Remote Participation of Director via AB2449 – Barnwell (Secretary/Treasurer)

- Director Lauri Barnwell attended the Special Meeting of the Board under AB 2449 under “just cause” due to safety concerns as attendance would require traversing an active slide on HWY 36 during inclement weather. Director Barnwell made required disclosures under AB2449.

2. Roll Call

- HCRCD Board of Directors:

In person: Christine Manhart (Chair), Lane Russ (Vice Chair), Zach Cahill, Dan Cohoon, Jim Cotton

Via Zoom: Lauri Barnwell (Secretary/Treasurer)

- HCRCD Board of Directors Excused: Reid Cody
- HCRCD Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Anita Hipp, Doreen Hansen
- Members of the Public: Nancy Shaefer (Land Conservation Services, Jim Regli via zoom and Kathy Phillis (Salt River Watershed Council); Jeremy Svehla and Kristin Orth-Gordinier (GHD)

3. Additions or Changes to Agenda:

- Addition: Remote Participation of Director via AB2449, above.

4. Public Comment Period – None

5. Consent Calendar – None

6. Items Pulled from the Consent Calendar – None

7. New Business

7.1. Discussion and potential action to provide direction regarding Salt River / Williams Creek Acquisition Program development.

Executive Director Demers and consultant Nancy Shaefer provided an overview of potential options for acquisition to support future restoration of the Salt River and Williams Creek watersheds. Board held discussion. Members of the public declined to comment.

Motion to direct HCRCD staff to pursue acquisition program, including exploring HCRCD holding easements / title, meeting with landowners, and reporting to the board at monthly regular meetings by Director Cahill, Seconded by Director Cotton. Ayes: Directors Manhart, Russ, Barnwell, Cohoon, Cahill, Cotton. Noes: None. Passed Unanimously.

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Board of Director's Special Meeting Minutes
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7.2. Resolution No. 25-18 Approving Addendum to the Environmental Impact Report

Previously Certified for the Russ Creek and Centerville Slough Restoration Project
Director Lane Russ recused himself due to a conflict of interest and left the meeting.
Watershed Program Manager Doreen Hansen presented on the proposed changes to the
Russ Creek and Centerville Slough Restoration Project Project description to include a
modified setback berm alignment, Cutoff Slough Tide Gate design update, additional
barn/structure removal and an expansion Project footprint to the south into APN 100-143-
012 and APN 101-102-006 to expand tidal restoration by ~50 acres. Executive Director
Demers described the analysis to determine whether and to what extent the previous EIR
remains sufficient to address the potential impacts of the proposed Project modifications.
The conclusion of the analysis is that substantial evidence supports the conclusion that an
addendum to the previously adopted EIR is the appropriate environmental review
document. All previously adopted mitigation measures in the EIR apply and will continue to
apply to the proposed Project modifications under EIR Addendum.
Motion to approve Resolution 25-18 and the findings that there will be no significant
environmental effects resulting from the proposed Project modifications, provided that
mitigation measures identified in the certified EIR are incorporated into the Project by
Director Cahill, Seconded by Director Cohoon. Ayes: Director Manhart, Barnwell, Cohoon,
Cahill, Cotton. Noes: None. Absent: Cody, Russ. Passed Unanimously.

8. Old Business – None

9. Informational Items – None

10. Future Agenda Items

11. Next Regular Meeting: November 13, 2025.

12. Adjourned at 2:40pm

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 Biswell Forestry, LLC for the Willow Creek Shaded Fuel Break Phase 2 - Manual Fuels Reduction Services project for \$456,245.00 and authorize the Executive Director to execute agreement and any subsequent amendments.*

AGENDA SECTION: CONSENT

RECOMMENDATION

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

- Contract #184-12 with Biswell Forestry, LLC for \$456,245.00 for the Willow Creek Shaded Fuel Break Phase 2 - Manual Fuels Reduction Services.

SUMMARY

HCRCD is administering the USFS Community Wildfire Defense Grant to support wildfire resilience in the Greater Willow Creek Area. HCRCD recently released a Request for Proposals ("RFP") for the [Willow Creek Shaded Fuel Break Phase 2 - Manual Fuels Reduction Services](#) to identify an experienced and qualified contractor to perform manual fuels reduction services in the project areas. The RFP was released on Monday, September 15, 2025 and the contractors' Proposals were due Wednesday, October 1, 2025. The HCRCD received Proposals from 9 contractors. HCRCD's Procurement Policy for Federal Awards and Federal Contract Code establishes HCRCD's requirements for 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, demonstrated experience and competence, and reference referrals. Using these criteria, HCRCD selected Biswell Forestry, LLC based on budget, level of experience and competence, and reference referrals. The proposal was for \$456,245.00.

FISCAL IMPACT

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

ATTACHMENTS

- none