



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: CANCELLED

The Regular Meeting of August 13th at 8am at the Humboldt Agricultural Center has been cancelled due to building renovations. A Special Meeting will be held in its place at the USDA Eureka Service Center, details below.

SPECIAL MEETING

Thursday, August 13, 2026

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: USDA EUREKA SERVICE CENTER

322 W 15th Street, Eureka, CA 95501

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/86840830697?pwd=Zov6o4tIKyTaN1ona5gjFT4fLhSXHa.1>

Passcode:948229

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

1 669 900 6833

Enter Webinar ID: 868 4083 0697 when prompted

Enter Passcode: 948229 when prompted

To mute or unmute yourself on a telephone, press *6

To raise your hand on a telephone, press *9.

When it is time for public comment on the item you wish to speak on, you'll hear a prompt that will indicate your phone is unmuted. Please state your name and the agenda item number you will be commenting on. You will have 3 minutes to comment.

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 Q&A 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 9, 2026*
 - 5.2 Approve entering into professional services agreement with Karl Benemann Contracting for the Disaster Recovery Post Fire-Knob 2021 Restoration Project Phase 2 for \$610,670.00 and authorize the Executive Director to execute agreement and any subsequent amendments.*
 - 5.3 Approve entering into professional services agreement with Forestscapes, LLC for the Willow Creek Shaded Fuel Break Phase 3 - Manual Fuels Reduction Services project for \$458,885.00 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 Approve Resolution 26-09 to approve entering a Mutual Interest Agreement between the Humboldt County Resource Conservation District and the U.S. Department of Agriculture, Forest Service, Six Rivers National Forest for the 2022 SRF Lightning Hazardous Fuels Reduction Project.*
 - 7.2 Approve Resolution 26-10 to approve the application for funds from California Department of Food and Agriculture, Office of Agricultural Resilience and Sustainability for the Healthy Soils Program Block Grant, and conditionally accepting grant, if offered.*
 - 7.3 Review and potential action to modify Reserve Policy, approve HCRCD Fund Balance for Fiscal Year 26/27, and establish investment targets*
 - 7.4 Review and potential action to approve proposed HCRCD Job Classification, Salary Schedule, and Benefits for Fiscal Year 26/27.*
 - 7.5 Review and possible action to approve FY 26/27 Indirect Cost Allocation Rate Update*
 - 7.6 Review and possible action to approve FY 26/27 Fee-for-service Rates*

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.

7.7 Review and potential action approve Aug 2026 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 Receive staff report on the status of the Russ Creek & Centerville Slough Restoration Project and potential action to authorize contract modifications.*

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 NRCS Report

9.4 HCRCD Staff Reports*

10. FUTURE AGENDA ITEMS

11. NEXT REGULAR MEETING:

The Regular Meeting of September 10, 2026 at 8am at the Humboldt Agricultural Center will be cancelled due to ongoing renovations. A Special Meeting will be held in its place at the same date and time but located at the USDA Eureka Service Center.

12. ADJOURNMENT

Agenda Item #5.1 (CONSENT)
For Special Board Meeting of: August 13, 2026

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 9, 2026*
AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Minutes for Regular Meeting of July 9, 2026

SUMMARY

n/a

FISCAL IMPACT

n/a

ATTACHMENTS

Minutes for Regular Meeting of July 9, 2026

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 9, 2026

1. Call to Order: Christine Manhart, Chair at 8:00am
2. Roll Call
 - HCRCD Board of Directors: Christine Manhart (Chair), Lane Russ (Vice Chair), Dan Cohoon, Zach Cahill, Jim Cotton.
 - HCRCD Board of Directors Excused: Reid Cody (Interim Secretary Treasurer)
 - HCRCD Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Anita Hipp, Doreen Hansen, Jake Taulbee, Alex Cunha, Renata Urbina De la Flor
 - HCRCD Staff Virtual: Olivia Lopes
 - HCRCD Staff Excused: Katrina Cole, Travis Massey, Megan Kownurko, Giorgio Zampaglione, Zoe Ziegler, Matt Settelmayer, Paige Quinn
 - In-Person Guest: Adrienne Martin (NRCS Acting District Conservationist)
 - Virtual Guest: Michael Miller, Anonymous Guest
3. Additions or Changes to Agenda – None
4. Public Comment Period – None
5. Consent Calendar
 - 5.1. Approve Minutes for Regular Board Meeting of June 11, 2026
Motion to approve Consent Calendar (item 5.1) by Director Cotton, Seconded by Director Cohoon. Ayes: Directors Manhart, Russ, Cahill. Noes: None. Passed Unanimously.
6. Items Pulled from Consent Calendar – None
7. New Business
 - 7.1. Report on the status of the Russ Creek & Centerville Slough Restoration Project and potential action to authorize contract modifications. Executive Director Demers and Program Manager Hansen reviewed the biological issues with the endangered species and onsite working conditions. Mercer-Fraser Company is the prime contractor. Change orders over Construction Bidding Policy threshold must be approved by HCRCD Board. No Staff Recommended Action. No action.
 - 7.2. Action to approve HCRCD Annual Budget and Fund Balance for Fiscal Year 26/27. Executive Director Demers presented a budget of \$20,853,323 with 31 active grants. Motion to approve HCRCD Annual Budget and Fund Balance for Fiscal Year 26/27 was made by Director Cohoon; no second and discussion continued regarding concerns regarding the Salary Schedule, Salary and Benefit comparisons, and a review of the Reserve Policy. The

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 9, 2026

Fund Balance and Staff Compensation was tabled for discussion at the HCRC D August Board meeting.

Motion to approve the HCRC D FY26/27 Annual Budget by Director Russ, Seconded by Director Cotton. Ayes: Directors Manhart, Cahill. Noes: None. Passed Unanimously.

- 7.3. Approve July 2026 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 July 2026 Financial Report and Staff Recommendations by Director Cotton, Seconded by Director Cahill. Ayes: Directors Manhart, Russ, Cohoon. Noes: None. Passed Unanimously

8. Old Business

- 8.1. No Action, Tabled for future meeting to review 2026 Long-Range Plan development to-date, provide feedback and staff direction, and potential action to adopt portions of the plan.

9. Informational Items

- 9.1. District Director Updates and Announcements – None
9.2. District Correspondence – None
9.3. NRCS Updates – Adrienne Martin, Acting District Conservationist
9.4. HCRC D Staff Reports – Executive Director Demers refers the board to the staff report updates.

10. Future Agenda Items:

Review 2026 Long-Range Plan development to-date, Provide Feedback and Staff direction, and potential action to adopt portions of the plan.

11. Closed Session – Public Employee Performance Evaluation at 9:32am.
12. Reconvene in Open Session at 10:29am. Executive Director provided a positive performance review.
13. Next Regular Board Meeting: August 8, 2026 at 8:00am
14. Adjournment at 10:31am.

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 Disaster Recovery Post Fire-Knob 2021 Restoration Project Phase 2 for \$610,670.00 and authorize the Executive Director to execute agreement and any subsequent amendments.*

AGENDA SECTION: CONSENT

RECOMMENDATION

Approve the contract and authorize the Executive Director to execute agreements and any subsequent amendments for contract #180-05 with Karl Benemann Contracting for \$610,670.00 for the Disaster Recovery Post Fire-Knob 2021 Restoration Project Phase 2.

SUMMARY

HCRCD is subcontracted by CARCD to administer a USFS Disaster Recovery grant to support post fire restoration in the Knob 2021 wildfire footprint near Willow Creek, CA (contract #180). HCRCD recently released a Request for Proposals (“RFP”) for the [*Disaster Recovery Post Fire-Knob 2021 Restoration Project Phase 2*](#) to identify an experienced and qualified contractor to perform post fire restoration services in the project area. The RFP was released on Monday, June 22, 2026 and the contractors’ Proposals were due Wednesday, July 29, 2026. The HCRCD received Proposals from 2 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, project understanding and approach, demonstrated experience and competence, employment of local crew, and reference referrals. Using these criteria, HCRCD selected Karl Benemann Contracting based on budget, project understanding and approach, level of experience and competence, and reference referrals. The proposal was for \$610,670.00, with additional costs for loading and transportation to be incurred on an hourly basis at the rate of \$300/hr and \$215/hr, respectively.

The overall project costs exceed the grant funding available in contract #180, however, there is significant overlap in the project area and the USFS Community Wildfire Defense Grant (#184) project areas, therefore #184 funding can supplement the #180 grant funding to complete the project.

FISCAL IMPACT

None to general fund; contracts are to be fully funded through USFS Disaster Recovery Post Fire (#180) or USFW CWDG (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 Forestscapes, LLC for the Willow Creek Shaded Fuel Break Phase 3 - Manual Fuels Reduction Services project for \$458,885.00 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 #184-14 with Forestscapes, LLC for \$458,885.00 for the Willow Creek Shaded Fuel Break Phase 3 - 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 3 - 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 Wednesday, June 24, 2026 and the contractors' Proposals were due Friday, July 24, 2026. The HCRCD received Proposals from 4 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, project understanding and approach, demonstrated experience and competence, employment of local crew members, small business certification, and reference referrals. Using these criteria, HCRCD selected Forestscapes, LLC based on budget, project understanding and approach, level of experience and competence, employment of local crew members, small business certification, and reference referrals. The proposal was for \$458,885.00.

FISCAL IMPACT

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

ATTACHMENTS

- none