



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 September 10th 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, September 10, 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

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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 August 13, 2026*
 - 5.2 Approve entering into professional services agreement with Mattole Restoration Council for the Post Fire-Six Rivers 2022 Restoration Project Phase 3 for \$201,400.00 and authorize the Executive Director to execute agreement and any subsequent amendments.*
 - 5.3 Approve entering into professional services agreement with Sintered Solutions for the Jacoby Creek Restoration Planning Project, Alternatives Analysis to 30% Design Plans, for \$847,722 and authorize the Executive Director to execute agreement and any subsequent amendments.*
6. **ITEMS PULLED FROM CONSENT CALENDAR – ACTION**
7. **INFORMATIONAL ITEMS**
 - 7.1 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.
 - 7.2 District Correspondence
 - 7.3 NRCS Report
 - 7.4 HCRCD Staff Reports*
8. **NEW BUSINESS – ACTION**
 - 8.1 Receive staff report on the status of the Wadulh Lagoon Tidal Wetland Enhancement Project and potential action to authorize contract modifications*
 - 8.2 Review and potential action approve September 2026 Financial Report and Staff Recommendations to approve reserve for payroll and tax liabilities and approve and

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.

issue payments for operating expenses and contractor payments as outlined in financial report.

9. OLD BUSINESS – ACTION

9.1 Discuss 2026 Long-Range Plan update and potential action to establish Special Meeting date.*

9.2 Receive staff report on the status of the Russ Creek & Centerville Slough Restoration Project and potential action to authorize contract modifications.*

9. FUTURE AGENDA ITEMS

10. NEXT REGULAR MEETING:

The Regular Meeting of October 8, 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.

11. ADJOURNMENT

Agenda Item #5.1 (CONSENT)
For Special Board Meeting of: September 10, 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 August 13, 2026*
AGENDA SECTION: CONSENT

RECOMMENDATION

Approve Minutes for Regular Meeting of August 13, 2026

SUMMARY

n/a

FISCAL IMPACT

n/a

ATTACHMENTS

Minutes for Regular Meeting of August 13, 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
August 13, 2026

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, Zach Cahill, Jim Cotton.
 - HCRC Board of Directors Excused: Reid Cody (Interim Secretary/Treasurer)
 - HCRC Staff: Jill Demers (Executive Director), Curtis Ihle (Assistant Executive Director), Anita Hipp, Doreen Hansen, Jake Taulbee, Katrina Cole, Alex Cunha. Renata Urbina De la Flor
 - HCRC Staff Virtual: Olivia Lopes
 - HCRC Staff Excused: Travis Massey, Megan Kownurko, Zoe Ziegler, Matt Settelmayer, Paige Quinn
 - In-Person Guest: Adrienne Martin (NRCS Acting District Conservationist)
 - Virtual Guest: Alex Hunt (Mercer-Fraser), Alexander Miyagishima (US Forest Service, Lower Trinity River District), 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 July 9, 2026
 - 5.2. Approve entering 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 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 \$458,855.00 and authorize the Executive Director to execute agreement and any subsequent amendments.
- Motion to approve Consent Calendar (items 5.1, 5.2, 5.3) by Director Cotton,
Seconded by Director Cohoon. Ayes: Directors Manhart, Russ, Cahill. Noes: None.
Passed Unanimously.
6. Items Pulled from the Consent Calendar – None
 7. New Business
 - 7.1. Action to approve Resolution 26-09 to enter a Mutual Interest Agreement between the Humboldt County Resource Conservation District and the U.S.

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Department of Agriculture, Forest Service, Six Rivers National Forest for the 2022 SRF Lightning Hazardous Fuels Reduction Project. Executive Director Demers, Program Manager Cole gave a detailed presentation. Alex Miyagishima (Lower Trinity River District) provided additional background and initial agreement information. No Action Taken - Tabled until action needed.

- 7.2. Action to approve Resolution 26-10 to submit 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.
Executive Director Demers and Program Manager Taulbee gave a detailed presentation. Motion to approve (item 7.2) by Director Russ, Seconded by Director Cahill. Ayes: Directors Manhart, Cohoon, Cotton. Noes: None. Passed Unanimously.
- 7.3. Action to modify Reserve Policy and approve HCRCDD Fund Balance for Fiscal Year 26-27 and establish investment targets. Executive Director reviewed the Reserve Policy and recommended a modification of a 3-month reserve instead of a 1-month reserve. The need for a Cash Flow Policy was discussed; Executive Director will further explore. Motion to approve (item 7.3) by Director Cahill. Seconded by Director Russ. Ayes: Directors Manhart, Cohoon, Cotton. Noes: None. Passed Unanimously.
- 7.4. Action to approve proposed HCRCDD Job Classification, Salary Schedule, and Benefits for Fiscal Year 26-27. Executive Director Demers reviewed the information and answered questions. Motion to approve (item 7.4) by Director Cohoon. Seconded by Director Cotton. Ayes: Directors Manhart, Cahill. Noes: Director Russ. Passed.
- 7.5. Action to approve FY26/27 Indirect Cost Allocation Rate. Executive Director Demers reviewed the information for the rate change. Motion to approve FY 26/27 Indirect Cost Allocation Rate Update by Director Cotton. Seconded by Director Russ. Ayes: Directors Manhart, Cohoon, Cahill. Noes: None. Passed Unanimously.
- 7.6. Action to approve FY 26/27 Fee-for-service Rates. Executive Director Demers reviewed the information for the rate changes. Motion to approve FY 26/27 Indirect Coast Allocation Rate by Director Cahill. Seconded by Director

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

- 7.7. Action to approve August 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 the August 2026 Financial Report and Staff Recommendations by Director Cahill. Seconded by Director Russ. Ayes: Directors Manhart, Cohoon, Cotton. Noes: None. Passed Unanimously.

8. Old Business

- 8.1 Director Russ recused due to conflict of interest. Executive Director Demers and Program Manager Hansen presented 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 – None
9.2. District Correspondence – None
9.3. NRCS Updates – Adrienne Martin, Acting District Conservationist
9.4. HCRCD Staff Reports

10. Future Agenda Items

- 10.1. 7.1 Resolution 26-09 to approve entering a Mutual Interest Agreement between Humboldt County Resource Conservation District and the U.S. Department of Agriculture, Forest Service, Six Rivers National Forest for the 2022 SRF Lightening Hazardous Fuels Reduction Project.

11. Next Regular Meeting:

The Regular Meeting of September 10, 2026, at 8am at the Humboldt Agricultural Center will be cancelled due to ongoing renovation. 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 at 10:05am.

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 Mattole Restoration Council for the Post Fire-Six Rivers 2022 Restoration Project Phase 3 for \$201,400.00 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 #181-06 with Mattole Restoration Council for \$201,400.00 for the Post Fire-Six Rivers 2022 Restoration Project Phase 3.

SUMMARY

HCRCD is subcontracted by CARCD to administer a USFS Disaster Recovery grant to support post fire restoration in the Six Rivers Lightning Complex 2022 wildfire footprint near Willow Creek, CA (contract #181). HCRCD recently released a Request for Proposals (“RFP”) for the [Post Fire-Six Rivers 2022 Restoration Project Phase 3](#) to identify an experienced and qualified contractor to perform post fire restoration services in the project area. The RFP was released on Monday, August 17, 2026 and the contractors’ Proposals were due Friday, August 28, 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, and reference referrals. Using these criteria, HCRCD selected Mattole Restoration Council based on budget, project understanding and approach, level of experience and competence, and reference referrals. The proposal was for \$201,400.00, with additional costs for loading and transportation to be incurred on an hourly basis at the rate of \$275/hr and \$200/hr, respectively.

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 entering into professional services agreement with Sintered Solutions for the Jacoby Creek Restoration Planning Project, Alternatives Analysis to 30% Design Plans, for \$847,722 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 #214-01 with Sintered Solutions for \$847,722 for the Jacoby Creek Restoration Planning Project.

SUMMARY

HCRCDD received funds from the State Coastal Conservancy to advance planning on Jacoby Creek from the current feasibility study level to the 30% design plan level and develop a document that satisfies the CEQA process. A Request for Proposals (RFP) for Jacoby Creek Restoration Planning – Alternatives Analysis, 30% Designs & CEQA Environmental Compliance was released June 1, 2026 to solicit proposals. The RFP was sent to 17 engineering consulting firms or individuals. Proposals were due June 29, 2026. Two proposals were received.

Following the HCRCDD's Procurement and Subaward Policy, which references Government Code section 4526(b), the proposals were ranked by the HCRCDD based on pre-established criteria, including demonstration of professional qualifications, experience, competitive cost estimates, references, and compliance of the RFP. Using these criteria, HCRCDD selected Sintered Solutions based on qualifications, knowledge of the project and project area, references referrals, and budget. The proposal estimated the cost of \$847,722 to complete the project.

FISCAL IMPACT

None to general fund; contracts are to be fully funded through the State Coastal Conservancy Jacoby Creek Restoration Planning grant (#214).

ATTACHMENTS

- none