



# Board of Directors Meeting

*The Mission of the Humboldt County Resource Conservation District is to enhance and improve the sustainability of natural resources by educating, providing training, and assisting private and public landowners and land users.*

## AGENDA

Thursday, January 12, 2017

8:00 A.M.

Agricultural Center – Auditorium – 5630 South Broadway - Eureka  
(Items marked with \* are attached to director packets)

1. **CALL TO ORDER** – Dan Cohoon, Chairman
2. **INTRODUCTIONS**
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. **DISTRICT CORRESPONDENCE** (Circulated at meeting)  
**Incoming:**
  - State Coastal Conservancy, Recirculated Draft Environmental Impact Report for the Eel River Estuary and Centerville Slough Enhancement Project.
  - CSDA, Special District Board Member Handbook & Workshops
  - California Department of Fish and Wildlife, Notice of Award, Watershed Restoration & Delta Water Quality and Ecosystem Restoration Grant
  - Sarah Poff, Completion of Redwood Meat Company MOU**Outgoing:**
  - Memorandum to Agencies, Project Component Modifications and Additions - Phase 2B of the Salt River Ecosystem Restoration Project
6. **HCRCD DIRECTOR'S REPORTS, REQUESTS, OR ANNOUNCEMENTS**
  - 6.1 Reports from Other Meetings Attended by Board Members
  - 6.2 Board Requests for Future Agenda or Information Items
  - 6.3 Other Announcements from Board Members
7. **BOARD ACTION ITEMS**
  - 7.1 Minutes for meeting of December, 2016\* presented for approval
  - 7.2 November Financial Report presented for approval (Handout)
  - 7.3 Resolution 17-01 endorsing Memorandum of Agreement between Humboldt County Resource Conservation District and the Bear River Band of Rohnerville Rancheria to implement revegetation and monitoring activities as part of the Salt River Ecosystem Restoration Project
  - 7.4 Resolution 17-02 endorsing the application to the AmeriCorps Watershed Stewards Program (WSP) for member placement with the HCRCD to support the Salt River Ecosystem Restoration Project.

7.5 Approve 2017 Staff Salaries\*

8. **NRCS DISTRICT CONSERVATIONIST REPORT** - *Jon Shultz, NRCS District Conservationist*
9. **UCCE Report** – *Jeffery Stackhouse, UCCE Livestock Advisor*
10. **SALT RIVER PROJECT UPDATE\*** - *Staff*
11. **DISTRICT STAFF REPORTS and RCD PROJECT UPDATES\*** – *Staff*
12. **OLD BUSINESS - ACTION**
  - 8.1 Review & Approve 2017 Annual Plan\*
  - 8.2 Review & Approve Associate Directors Policy\*
13. **NEW BUSINESS - ACTION**
  - 9.1 Review Conflict of Interest Policy
  - 9.2 Distribute Form 700
  - 9.3 Review & Approve Updated Employee Handbook: Insurance Benefits and Leave\*
  - 9.4 Review & Approve Reserve Policy
  - 9.5 Review & Approve Bidding Policy
14. **ETHICS TRAINING** – *Staff and Board*
15. **NEXT REGULAR MEETING: Thursday, February 9, 2016 at 8 a.m.**  
Meeting location: Agriculture Center Auditorium, 5630 South Broadway (Humboldt Hill exit) Eureka, CA
16. **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 707-444-9708 x 5. 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.*

## Humboldt County Resource Conservation District

### Board of Director's Monthly Meeting Minutes

December 8, 2016

1. **Call to Order-** Dan Cohoon, Chairman 8:04 am
2. **Introductions-**
  - Directors Present: Dan Cohoon, Gary Markegard, Jim Renner, Gary Belli, Mark Moore, Pete Bussman
  - Directors Excused: Hugo Klopper
  - Staff Present: Jill Demers, Curtis Ihle, Lauri Barnwell, Doreen Hansen, Summer Daugherty, Frances Tjarnstrom
  - Staff Excused:
  - Guests: Rex Bohn-County of Humboldt District Supervisor, Jon Shultz-NRCS District Conservationist, Jeremy Svehla-GHD Inc., Denver Nelson
3. **Additions or Changes to Agenda-**
  - Move item #13 Salt River Update to follow item #5 Salt River Presentation
4. **Public Comment-**
  - None Received
5. **Presentation-Salt River Engineering Update-Jeremy Svehla, GHD Inc.**
  - Power Point presentation outlining design and implementation strategies for construction Phase 2A and 2B. Project goals are to rehabilitate the Salt River channel and adjacent riparian floodplains.
6. **District Correspondence-**
  - Incoming and outgoing correspondence was circulated for review and discussion. Incoming correspondence included notification of reappointment for the HCRCB Board of Directors by the Humboldt County Board of Supervisors. Outgoing correspondence included a current status update on NRCS project permitting and landowner notification regarding Salt River Ecosystem Restoration Project components.
7. **HCRCB Director's Reports, Request, or Announcements-**
  - No Director's reports or announcements.
8. **Board Action Items-**
  - 8.1 Minutes for meeting of November 10, 2016 presented for approval

*Motion by Director Markegard to approve Humboldt County Resource Conservation District Board Minutes as presented from November 10, 2016. Second by Director Moore. Ayes-Director Cohoon, Renner, Belli, Bussman; Noes-None.*

8.2 Financial Report presented for approval

Staff provided an update on status of all grants, funds availability, and potential funding. Discussion held on status of payments received and those in process from the funding agencies. Open grants were discussed and their role in current operations. An update was provided on current cash flow constraints and the measures being taken to keep the RCD staff and operations moving forward. Additional discussion held in regards to consultant and contractor contract budget tracking and competitive rates.

*Motion by Director Markegard to approve Humboldt County Resource Conservation District staff with revisions to recommendation to pay operating expenses as presented, continue to manage expenditures to reduce costs, retain contractor/consultant project payment retention, pay contractors/contractor invoices as matching funds are received and to request additional funds from Bertha Russ Lytle funds for operating expenditures as necessary with notification and director by the Finance Committee. Second by Director Belli. Ayes-Director Cohoon, Renner, Moore; Noes-None.*

8.3 Oath of Office for reappointed Directors.

*Oath of Office administered by Executive Director Demers. Reappointed Director Moore, Bussman, Belli and Markegard attested to uphold the duties as a member of the Board of Directors for the Humboldt County Resource Conservation District.*

**9. Old Business**

9.1 Reimbursement Policy

*Motion by Director Markegard to approve Humboldt County Resource Conservation District updated Directors Reimbursement Policy with updated language and rate flexibility. Second by Director Moore. Ayes-Director Cohoon, Renner, Belli, Bussman. Noes-None.*

9.2 Public Records Request Policy

*Motion by Director Markegard to approve Humboldt County Resource Conservation District Public Records Request Policy. Second by Director Moore. Ayes-Director Cohoon, Renner, Belli, Bussman. Noes-None.*

9.3 Fee for Service Policy

*Motion by Director Markegard to approve Humboldt County Resource Conservation District Fee for Service Policy. Second by Director Belli. Ayes-Director Cohoon, Renner, Moore, Bussman. Noes-None.*

9.4 Procurement Policy

Board directed Staff to revise current procurement policy and develop a construction and bidding policy for review at January 2017 meeting.

- 9.5 Required Trainings: Ethics and Sexual Harassment Training-Establish time  
Board directed Staff to obtain additional details regarding online and/or in-person training dates and times available.

## 10. New Business

### 10.1 Review Annual Calendar

*Motion by Director Markegard to approve Humboldt County Resource Conservation District Annual Calendar with corrections. Second by Director Moore. Ayes-Director Cohoon, Renner, Belli, Bussman. Noes-None.*

### 10.2 Review Long Range Plan

Board reviewed and discussed current long range plan.

### 10.3 Review Annual Plan and Establish Process for updating for 2017

Establish an update process, review of draft to occur at January 2017 Board of Director's Meeting.

### 10.4 Review Associate Director Policy

Staff directed to update 1990 policy with revisions to organization name, number of members, term length, and attendance requirements for review at January 2017 Board of Director's Meeting.

## 11. NRCS District Conservationist Report-Jon Shultz, District Conservationist-

Shultz provided the Board an update regarding current activities for EQIP batching time period reviews from December 2016 to January 2017. NRCS providing technical assistance to Elk River Working Group and the Eel River Estuary project. Del Norte staffing changes underway, Humboldt County DC will be acting for area until position can be filled.

## 12. UCCE Report-Jeff Stackhouse, UCCE Livestock Advisor-

No Report

## 13. Salt River Project -

Update provided by HCRCED Executive Director Demers. The HCRCED and partnership agencies are continuing to work together to ensure a positive relationship with landowners, ensure transparency and a successful project in 2017. HCRCED has been working with landowners to address project design questions, currently monitoring Williams Creek sediment stations and collecting data, participated in a phone conference to review Riverside Ranch activities with CDFW and continuing with efforts to finalize various aspects of the project for the up-coming

construction season. Maintenance and monitoring continue as required by permitting agencies and in preparation for construction.

**14. District Staff Reports and RCD Project Updates-**

Summary of District activities provided in Board packet. Brief update provided on the HCRC's continuing work with the County of Humboldt on activities related to the Eel River Groundwater Working Group.

*Chairman Cohoon called for a Break 10:31am*

*Chairman Cohoon called back in Session 10:36am*

**15. Board of Directors Closed Session-Personnel**

No action taken.

**16. Next Regular Meeting-**January 12, 2016 8 am Humboldt Agricultural Building

**17. Adjourned-**11:48 am