1. **CALL TO ORDER** – Dan Cohoon, Chairman

2. **INTRODUCTIONS**

3. **ADDITIONS OR CHANGES TO AGENDA**

4. **DISCUSSION AND APPROVAL OF BOARD MINUTES for December 8, 2011—ACTION**

5. **DISTRICT CORRESPONDENCE**
   
   **Incoming:**
   
   - California Association of Resource Conservation Districts (CARCD) – Minutes from November 8, 2011 meeting.
   - Humboldt County Farm Bureau – Copy of letter submitted to North Coast Regional Water Quality Control Board providing comments on the Conditional Waiver of Waste Discharge Requirements of Existing Cow Dairies in the North Coast Region.
   - Western United Dairymen - Copy of letter submitted to North Coast Regional Water Quality Control Board providing comments on the Regulatory Program for Waste Discharges from Dairies in the North Coast Region.
   - Natural Resources Conservation Service – Letter acknowledging all terms and conditions of the cooperative agreement have been met and closing Agreement # 65-9104-9-714.
State Water Resources Control Board – Letter advising HCRCD of single audit act requirements associated with ARRA funding.

Redwood Community Action Agency / Natural Resources Services Division – Invitation to participate in the “Lower Elk River Restoration Summit” on February 8th and 9th at the Ag Center.

Humboldt Area Foundation – Letter advising HCRCD that proposal to the Field of Interest grant program was not selected for funding.

Del Norte Resource Conservation District – Agenda for December 21st meeting, no minutes were received.

Humboldt Bay Harbor, Recreation and Conservation District – Notice of draft Negative Declaration for project entitled “Coast Seafoods Clam Raft Expansion” and invitation to review and comment by January 27, 2012.

County of Humboldt, Treasurer/Tax Collector – Fund Balance report from the County Treasury is $3.95.

Salt River Watershed Council January agenda and December minutes.

Outgoing:

None.

6. FINANCIAL REVIEW AND REPORT

A. Review Financial Statement – Handout
   1) Review of checks issued since last Board meeting
   2) Current Status of Invoices and Payments Received
   3) Discuss and Approve List of Payments – ACTION

7. PRESENTATION OF AUDIT – AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2011 – Stacey Edgmon, CPA  Aycock and Edgmon ACTION

BACKGROUND: The Draft Audit for fiscal year ended June 30, 2011 was provided to the Board for review at its December meeting. The Board will be asked to approve and accept the audit as presented.

8. NEW BUSINESS

A. HCRCD ANNUAL CALENDAR - Handout ACTION

BACKGROUND: Staff has updated the annual calendar for 2012 and is presenting it to the Board for information and approval.

B. OPERATIONAL AGREEMENT BETWEEN NATURAL RESOURCES CONSERVATION SERVICE (NRCS) AND HUMBOLDT COUNTY RESOURCE CONSERVATION DISTRICT (HCRCD) ACTION

BACKGROUND: The Operational Agreement spells out agreements between the two agencies to work cooperatively to achieve mutual objectives to help people conserve natural resources in Humboldt County. It describes the working relationship between NRCS and HCRCD, the equipment and services provided by NRCS, and how the two agency’s business
and planning documents interface. The document is being updated to reflect the signature of the current HCRCD Board Chair; no substantial changes have been made to the agreement.

C. **APPROVE ONE-YEAR EXTENSION OF WILDLIFE MANAGEMENT AREA LEASES BASED ON SATISFACTORY PERFORMANCE**  

**ACTION**

**BACKGROUND:** Leases for Agricultural Activities on Wildlife Management Areas are eligible for annual extensions for a period of up to five years from the original agreement, dependent on the Lessee satisfactorily meeting all terms and obligations. Year-end reviews have been completed and all Lessees have been determined eligible for a one-year extension. The Board is asked to authorize the Executive Director to execute lease agreements for the following Wildlife Management Areas:

A. Fay Slough: Grant Pedrotti, Lessee
B. Mad River Slough: Domingo Santos, Lessee
C. Eel River (Ocean Ranch, Table Bluff, Cannibal Island): Dennis Leonardi, Lessee
D. Cock Robin Island: Dennis Leonardi, Lessee

D. **ESTABLISH SALT RIVER ECOSYSTEM RESTORATION PROJECT COMMITTEE**  

**DISCUSSION/POTENTIAL ACTION**

**BACKGROUND:** The Salt River Project has multiple partners involved in various aspects of the project – from design, to funding, coordination, implementation and monitoring. The RCD is the primary project proponent. HCRCD currently holds contracts valued at $7,474,664 for design, permitting and implementation of the Salt River Project. The RCD is “Lead Agency” for CEQA compliance and adopted the Environmental Impact Report for the project last year. The RCD also holds the required project permits.

Other entities holding implementation funds include; Western Rivers Conservancy/DFG, State Coastal Conservancy, Ducks Unlimited (DU), and the City of Ferndale. Funding held by these other entities will be subcontracted to the RCD (or DU as appropriate) for implementation.

Ducks Unlimited has secured project implementation funding that also includes funds intended to cover DU administrative and direct costs associated with project bidding, construction oversight, project management, scheduling, and budget management. DU intends to work closely with HCRCD to oversee on-the-ground implementation, conduct quality assurance, provide technical assistance, process progress payments and any contract modifications needed, and coordinate communications between construction personnel, regulatory agencies, landowners, and environmental and cultural resource compliance observers.

The Salt River Watershed Council has formed as a nonprofit organization to assist with project and landowner education and outreach, maintenance and monitoring.

The Project is very close to securing the last items needed to begin the implementation process. As the Project moves from the design and permit phase toward implementation, it will be imperative to have active coordination and close communication between all parties.

The Board wishes to discuss establishing a Salt River Project Committee and identify its function and potential members.

9. **PUBLIC COMMENT PERIOD**

10. **DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES** *

11. **NRCS DISTRICT CONSERVATIONIST REPORT** - Jon Shultz, Acting District Conservationist
12. **TIME SET 9:15am – 9:30am**
   INFORMATIONAL PRESENTATION: STREAMLINE PLANNING CONSULTANTS - Handout
   Sam Polly has asked to introduce the Board to Streamline Planning Consultants and provide an overview of their services.

13. **HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS**
   a. Reports From Other Meetings Attended By Board Members
   b. Board Requests For Future Agenda or Information Items
   c. Other Announcements from Board Members

14. **NEXT REGULAR MEETING** - Thursday, February 9, 2012 at 8 a.m.

15. **PERSONNEL:**
   ADJOURN TO CLOSED SESSION FOR ANNUAL PERFORMANCE EVALUATION OF EXECUTIVE DIRECTOR - ACTION

16. **ADJOURNMENT**
Board of Directors Meeting
AGENDA
Thursday February 9, 2012
8:00 A.M.
Agriculture Center • Ag Commissioners Conference Room • 5630 South Broadway • Eureka

Please notify Donna Chambers, Executive Director, as soon as possible if you have any questions or need special accommodations (707) 444-9708 extension 117 or by email: donnahcrdd@yahoo.com. Items marked with * are attached to the director packets and can be made available upon request.

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

1. CALL TO ORDER – Dan Cohoon, Chairman

2. INTRODUCTIONS

3. ADDITIONS OR CHANGES TO AGENDA

4. DISCUSSION AND APPROVAL OF BOARD MINUTES for January 12, 2012*—ACTION

5. DISCUSSION AND APPROVAL OF GRAZING COMMITTEE MINUTES for January 12, 2012*—ACTION

6. DISTRICT CORRESPONDENCE (Circulated at meeting)

   Incoming:
   - Winzler and Kelly/GHD – Letter advising that Winzler and Kelly completed its merger with GHD Inc. and that they are now GHD Inc., a California Corporation. Included with the letter was an Assignment, Novation and Consent document to assign the existing Master Services Agreement to GHD.
   - Department of Fish and Game – transmitting the draft permit agreement for the Salt River Ecosystem Restoration Project.
   - Headwaters Fund – Notification of approval of grant in the amount of $79,000 for the Sustainable Family Dairies project and requesting documentation of matching funds identified in the grant proposal.
   - Del Norte Resource Conservation District – Agenda for January 18th meeting and minutes from December 21st meeting.
Department of Conservation – Copy of letter to County of Humboldt regarding cancellation of the Williamson Act contract on the Ambrosini Agricultural Preserve – Riverside Ranch.

Redwood Community Action Agency / Natural Resources Services Division – Revised agenda for the “Lower Elk River Restoration Summit” on February 8th and 9th at the Ag Center.

State of California Department of Industrial Relations – Notice regarding changes to Labor Compliance Programs.

County of Humboldt Planning Commission – Notice of Public Hearing regarding properties in the Honeydew area and a request for cancellation of Williamson Act contract and re-classification of land to TPZ.

Outgoing:

To: Melissa Kraemer, California Coastal Commission – Letter transmitting Debris Disposal Plan for Phase 1 of the Salt River Ecosystem Restoration Project.

To: Humboldt County Board of Supervisors – Letter of support for the county’s proposal to continue to provide space at the Ag Center for USDA programs.

To: Tony LaBanca, Department of Fish and Game – Letter transmitting signed permit agreement for Salt River Ecosystem Restoration Project.

To: Dawn Elsbree, Headwaters Fund Coordinator – Letter transmitting documentation of match funds for the Sustainable Family Dairies project.

7. FINANCIAL REVIEW AND REPORT

A. Review Financial Statement – Handout
   1) Review of checks issued since last Board meeting
   2) Current Status of Invoices and Payments Received
   3) Discuss and Approve List of Payments – ACTION

8. PUBLIC COMMENT PERIOD

9. NEW BUSINESS

A. Distribute Annual Statement of Economic Interest forms and information to Board

B. Resolution 12-01 - FRGP Mad River Weir Removal Project

   Background: The Department of Fish and Game, Fisheries Restoration Grant Program has approved funding in the amount of $144,550.00 for the Mad River Weir Removal Project (grant agreement #P1110502) as proposed by HCRC. A resolution accepting the project and authorizing the Executive Director to execute the contract is required as part of the contracting process.

   Staff Recommendation: Approve and Adopt Resolution No. 12-01

C. Resolution 12-02 - Lawrence Creek Sediment Reduction and Stream Habitat Improvement Project
Background: The Department of Fish and Game, Fisheries Restoration Grant Program has approved funding in the amount of $243,004.00 for the Lawrence Creek Sediment Reduction and Stream Habitat Improvement Project (grant agreement # P1110519) as proposed by HCRC. A resolution accepting the project and authorizing the Executive Director to execute the contract is required as part of the contracting process.

Staff Recommendation: Approve and Adopt Resolution No. 12-02

D. Resolution 12-03 - Lower Eel Sediment Reduction Phase II

Background: The Department of Fish and Game, Fisheries Restoration Grant Program has approved funding in the amount of $218,501.00 for the Lower Eel Sediment Reduction Phase II (grant agreement # P1110521) as proposed by HCRC. A resolution accepting the project and authorizing the Executive Director to execute the contract is required as part of the contracting process.

Staff Recommendation: Approve and Adopt Resolution No. 12-03

10. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

11. COMMITTEE REPORTS

12. NRCS DISTRICT CONSERVATIONIST REPORT - Jon Shultz, Acting District Conservationist

13. HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS
   a. Reports From Other Meetings Attended By Board Members
   b. Board Requests For Future Agenda or Information Items
   c. Other Announcements from Board Members

14. NEXT REGULAR MEETING - Thursday, March 8, 2012 at 8 a.m.

15. ADJOURNMENT
Humboldt County Resource Conservation District

Board of Directors

Special Meeting

February 24, 2012

8 a.m.

Teleconference Location: 5630 South Broadway Eureka, CA

866-814-7243  passcode: 4327581296

AGENDA

1. Receive staff report and discuss status of conditions precedent to vesting of SRERP permits. (Potential Action)
AGENDA
Saturday March 8, 2012
8:00 A.M.
Agriculture Center Auditorium - 5630 South Broadway - Eureka

1. CALL TO ORDER – Dan Cohoon, Chairman

2. INTRODUCTIONS

3. ADDITIONS OR CHANGES TO AGENDA

4. PUBLIC COMMENT PERIOD

5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR February 9, 2012 – ACTION*

6. DISCUSSION AND APPROVAL OF GRAZING COMMITTEE MINUTES FOR February 9, 2012 – ACTION*

7. DISCUSSION AND APPROVAL OF MINUTES FOR February 24 SPECIAL MEETING – ACTION*

8. DISTRICT CORRESPONDENCE (Circulated at meeting)

   Incoming:
   - Aycock and Edgmon, CPAs – Communication of information related to completion of audit for year ended June 30, 2011.
   - Del Norte Resource Conservation District – Agenda for February 15th meeting and minutes from January 18th meeting.
   - Congressman Mike Thompson – Copy of letter sent to US General Services Administration regarding support to of County’s proposal to continue to provide office space for USDA programs.
   - Special District Risk Management Authority – Notice of proposed reduction in worker’s compensation rate.
   - Special District Risk Management Authority – Notice of proposed reduction in property/liability rate.
Outgoing:
- Aycock and Edgmon, CPAs – Communication of information related to audit for year ended June 30, 2011.
- Chris Ramsey, DFG – Requesting extension for Salmon Creek Road Decommissioning and Sediment Control Project to accommodate schedule and availability of Humboldt Redwood Company crews.
- Members of the Dairy Advisory Group – invitation to meeting February 27 to discuss restoring the Sustainable Agriculture Committee.

9. FINANCIAL REVIEW AND REPORT – L. Barnwell (Handout)
   a. Review March Financial Statement
      1) Review of checks issued since last Board meeting
      2) Current Status of Invoices and Payments Received
      3) Discuss and Approve List of Payments – ACTION

10. ACTION ITEMS

   A. Resolution No. 12-04 County of Humboldt Headwaters Fund/Sustainable Family Dairies Planning Project

      Background: The Headwaters Fund Board and the County Board of Supervisors have approved the proposal submitted by HCRCD in the amount of $79,000. The Board is being asked to adopt this resolution authorizing the Executive director to execute the agreement.

      Staff Recommendation: Approve and Adopt Resolution No. 12-04

   B. Resolution No. 12-05

      Background: The Department of Fish and Game, Fisheries Restoration Grant Program is accepting proposals for the 2012-2013 grant cycle. A Provisional Resolution authorizing the Executive Director to submit proposals to the California Department of Fish and Game – 2012/2013 Fisheries Restoration Grant Program is required. Any additional action that may come out of the grants and contracting process is subject to review and ratification by the Board.

      Staff Recommendation: Approve and Adopt Resolution No. 12-05

   C. Letter to Aycock and Edgmon, Certified Public Accountants detailing the Board’s confirmation of its understanding of its responsibilities and representations.

      Background: The Board of Directors is ultimately responsible for adopting sound accounting policies, maintaining internal control over financial reporting and preventing and detecting fraud. This letter outlines and confirms the Board’s and the Executive Director’s understanding of these responsibilities and that no information pertinent to the audit has been withheld or misrepresented to the auditor.

      Staff Recommendation: Each member of the Board read the letter and if there are no concerns, take action authorizing the Executive Director and Chairman to sign it.

11. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz
12. HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS

13. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

14. COMMITTEE REPORTS

15. NEXT REGULAR MEETING: Thursday, April 12, 2012 at 8 a.m.

16. ADJOURNMENT

(Items marked with * are attached to the director packets and can be made available upon request).
1. CALL TO ORDER – Dan Cohoon, Chairman

2. INTRODUCTIONS

3. ADDITIONS OR CHANGES TO AGENDA

4. PUBLIC COMMENT PERIOD

5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR March 8, 2012 – ACTION *

6. DISTRICT CORRESPONDENCE (Circulated at meeting)

Incoming:
- Redwood Community Action Agency - Notes from Lower Elk River Restoration Summit
- Regional Water Board – Solicitation for Supplemental Environmental Projects
- CDQAP – Announcement of two workshops to provide information on new dairy regulations and about available assistance for dairy producers.
- City of Ferndale – Invitation to the Grand Opening Celebration of the new Tertiary Wastewater Treatment Facility on Tuesday, April 17th Ceremony at 12:30.
- County of Humboldt – Report on interest and current balance in County Treasury account.
- Humboldt LAFCO – Notice of proposed 2012-13 budget.
- David Elsebusch – Letter supporting Jeff Pauli as the best candidate for the Special District Member of the Local Agency Formation Commission.

Outgoing:
- Department of Fish and Game – Transmitting final invoice and retention invoice for contract #P0710527 Freshwater Creek Road Decommissioning Project.
- Department of Fish and Game – Requesting modification of contract and budget for contract #P0810308 Freshwater Creek/Cloney Gulch Decommissioning Project.
7. FINANCIAL REVIEW AND REPORT – L. Barnwell (Handout)
   a. Review April Financial Statement
      1) Review of checks issued since last Board meeting
      2) Current Status of Invoices and Payments Received
      3) Discuss and Approve List of Payments – ACTION

8. NEW BUSINESS – DISCUSSION *

   Tom Wehri, President of Board of Directors California Association of Resource Conservation Districts (CARCD) and Jim Spear, NRCS Assistant State Conservationist for Field Operations

   Background:
   The mission of the CARCD is to enhance Resource Conservation Districts’ effectiveness at locally-led land stewardship by offering unified representation and advocacy; by coordinating and supporting district activities; and by providing information, education and training programs. Tom is attending RCD meetings around the state to obtain input to improve CARCD’s services and support for RCDs.

9. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

10. HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS

11. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

12. NEXT REGULAR MEETING: Thursday, May 10, 2012 at 8 a.m.

13. ADJOURNMENT

THERE WILL BE A GRAZING COMMITTEE MEETING IMMEDIATELY FOLLOWING THE BOARD MEETING.

(Items marked with * are attached to director packets).
1. **Call to Order** 8:03 A.M. by Dan Cohoon, Chairman

2. **Introductions**
   - Directors Present: Dan Cohoon, Walt Giacomini, Gary Markegard, and Jim Renner
   - Directors Excused: Peter Bussman, Gary Belli and Mark Moore
   - Staff Present: Lauri Barnwell, Donna Chambers, Doreen Hansen, Curtis Ihle, Frances Tjarnstrom
   - Guests: Jon Shultz -District Conservationist NRCS,
   - Public: Denver Nelson

3. **Additions or changes to Agenda**
   No

4. **Public Comment**
   None Received

5. **Discussion and Approval of Minutes of February 9, 2012 Meeting Minutes**
   Motion by Director G. Markegard to approve minutes of the February 9, 2012 Board of Directors Meeting, Second by Director J. Renner, Unanimous.

6. **Discussion and Approval of Grazing Committee Minutes of February 9, 2012 Meeting Minutes**
   Motion by Director W. Giacomini to approve minutes of the February 9, 2012 Grazing Committee Meeting, Second by Director G. Markegard, Unanimous.

7. **Discussion and Approval of Minutes of February 24, 2012 Special Meeting Minutes**
   Motion by Director J. Renner to approve minutes of the February 24, 2012 Special Meeting, Second by Director G. Markegard, Unanimous.
   
   Motion by Director J. Renner to add to minutes of the February 24, 2012 Special Meeting, that the RCD needs to continue to move ahead with Salt Project in the 2012 year or the project will lose support of the Ferndale Community, Second by Director W. Giacomini, Unanimous.

8. **District Correspondence**
   Correspondence was circulated and reviewed by Board. Chambers provided a brief overview of correspondence highlights and answered questions.
   
   Additional Correspondence Presented that arrived after agenda prepared-
   - Photo Tourism Informational Flyer
   - State Water Board Waste Discharge for Dairies Informational Letter
   - North Coast Regional Water Quality Control Board Meeting Announcement for Elk River TMDL
The Financial Report was distributed and reviewed. The accompanying staff recommendation was reviewed and discussed by the Board.

*Motion by Director G. Markegard to approve staff recommendation to pay current operating expenses, continue to manage expenses to reduce costs, and pay consultant/contractor invoices as matching grant funds are received, Second by Director J. Renner, Unanimous.*

Discussion was held on status of State Grants, funds availability, and timeliness of payments as well as potential for direct deposit of grant fund payments. An update was provided on the measures being taken to keep RCD staff and operations moving forward, as well as completed projects and received retention amounts. Active Grants were discussed and their role in current operations. Update provided on the Salt River Watershed Council Custodial account and Wildlife Management Areas financial activity.

10. Action Items

a. Resolution No. 12-04 County of Humboldt Headwaters Fund/Sustainable Family Dairies Planning Project

Background: The Headwaters Fund Board and the County Board of Supervisors have approved the proposal submitted by the HCRCD in the amount of $79,000. The Board is being asked to adopt the resolution authorizing the Executive Director to execute the agreement.

*Motion by Director G. Markegard to accept staff recommendation to approve and adopt Resolution No. 12-04 County of Humboldt Headwaters Fund/Sustainable Family Dairies Planning Project, Second by Director J. Renner, Unanimous.*

b. Resolution 12-05

Background: The Department of Fish and Game, Fisheries Restoration Grant Program is accepting proposals for the 2012-2013 grant cycle. A Provisional Resolution authorizing the Executive Director to submit proposals to the California Department of Fish and Game-2012/2013 Fisheries Restoration Grant Program is required. Any additional action that may come out of the grants and contracting process is subject to review and ratification by the Board.

*Motion by Director W. Giacomini to accept staff recommendation to approve and adopt resolution No. 12-05, Second by Director G. Markegard, Unanimous*

c. Letter to Aycock and Edgmon, Certified Public Accountants detailing the Board’s confirmation of its understanding of its responsibilities and representations.

Background: The Board of Directors is ultimately responsible for adopting sound accounting policies, maintaining internal controls over financial reporting and preventing and detecting fraud. This letter outlines and confirms the Board’s and Executive Director’s understanding of these responsibilities and that no information pertinent to the audit has been withheld or misrepresented by the auditor.
Motion by Director G. Markegard to authorize the Executive Director and HCRCD Board Chairman to sign letter to Aycock and Edgmon, CPA detailing the Board’s confirmation of its understanding of its responsibilities and representations of the Audit, Second by Director J. Renner, Unanimous

11. NRCS District Conservationist Report-Jon Shultz
Shultz provided the Board an update on current and up-coming NRCS programs, contracts in process and accepted, programs funded, and additional funds to be allocated to already funded programs. Information was provided on open Soil Conservationist position and demand of field work on current staff do to the increase in landowner involvement on funding opportunities. Shultz also reported on being contacted by the Lower Elk River Landowner’s Association regarding their interest in working with NRCS to conduct a watershed-wide conservation planning and assessment process. NRCS is currently in an information-gathering mode on this effort.

12. HCRCD Director’s Reports or Announcements
Director Markegard reported that the RC and D Council scheduled to meet in late March.

13. District Staff Activities Reports and Project Updates
Written Report Provided to Board

A. Dairy Program- Tjarnstrom discussed her activities related to Nutrient Management Planning, NRCS Conservation Planner Status, Dairy Water Board Permit updates and producer workshops, and developing funding proposals.

B. Salt River Restoration Project- Chambers, Ihle and Hansen provided a brief overview of the status of the project. Almost all permits have been issued, design team continues to work with agencies and landowners, Staff continue to work with Salt River Watershed Council and to coordinate volunteers and community involvement, data gathering, monitoring and agency coordination continues, continue to negotiate the last few Landowner Agreements needed.

C. Upslope Restoration Projects- Status provided on upslope landowner cooperative projects for habitat restoration, road decommission and monitoring.

D. Grazing Program-Regular email updates provided to Grazing Committee and Staff regarding Wildlife Management Areas. Grazing Workshop scheduled for March 20th 9am to 4pm.

E. HCRCD Board of Directors Strategic Planning Meeting scheduled for March 29th, 2012 8am to 4pm.

14. Committee Reports
No Reports provided

15. Next Regular Meeting was set for Thursday April 12, 2012 at 8 a.m.

16. Adjournment
The meeting was adjourned at 9:47 a.m.
Humboldt County Resource Conservation District

North Coast Wildlife Management Areas
Grazing Committee Meeting
April 12, 2012

Directly following Board meeting – anticipated time 9:30 A.M.

Agricultural Center Auditorium
5630 South Broadway, Eureka

AGENDA

1. Call to Order: Peter Bussman, Chairman

2. Review Grazing for Wildlife Workshop Outcomes

3. Review Current Grazing Lease Payment Form and Recommend Changes

4. Identify future topics for Grazing Committee

5. Adjourn
AGENDA
Thursday May 10, 2012
8:00 A.M.
Agriculture Center Auditorium - 5630 South Broadway - Eureka

1. CALL TO ORDER – Dan Cohoon, Chairman

2. INTRODUCTIONS

3. ADDITIONS OR CHANGES TO AGENDA

4. PUBLIC COMMENT PERIOD

5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR April 12, 2012 – ACTION *

6. DISTRICT CORRESPONDENCE (Circulated at meeting)

Incoming:
- Del Norte Resource Conservation District – Agenda for April 18, 2012 Meeting
- California Association of Resource Conservation Districts – Request for Membership Dues
- Department of Conservation – Letter advising the County of Humboldt that Department of Conservation and Western Rivers Conservancy reached an agreement regarding the value of Riverside Ranch property for the purpose of determining the fee to be paid for cancelling the Williamson Act contract.
- Humboldt County Board of Supervisors – Notice that a public hearing has been scheduled for Tuesday, May 15, 2012 at 1:30 p.m. to consider petition to cancel the Williamson Act contract on the Riverside Ranch property.
- Department of Water Resources – Letter informing HCRC of conditional approval for $3,000,000 under the Flood Corridor Program for the Salt River Ecosystem Restoration Project.
- California Department of Fish and Game – Transmitting amendment extending term of Salmon Creek Road Decommissioning and Sediment Control Project to March 31, 2015.
7. FINANCIAL REVIEW AND REPORT – L. Barnwell (Handout)
   a. Review May Financial Statement
      1) Review of checks issued since last Board meeting
      2) Current Status of Invoices and Payments Received
      3) Discuss and take action on CARCD request for membership dues – **ACTION**
      4) Discuss and Approve List of Payments – **ACTION**

8. OLD BUSINESS – REVIEW AND DISCUSS 2012-2015 LONG RANGE PLAN* - **POTENTIAL ACTION**

   **Background:**
   Rae Ann Dubay of NRCS facilitated the Board’s Strategic Planning session and has incorporated the Board’s updates and revisions into the new plan for your review. Changes are reflected on page 2: Vision, pages 3 and 4: Priorities. Rae Ann also provided a matrix of strategies and tasks for the Board to discuss and to assign leads and due dates.

   The Board may decide to approve and adopt the 2012-2015 Long Range Plan at this meeting.

9. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

10. HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS

11. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

12. NEXT REGULAR MEETING: Thursday, June 14, 2012 at 8 a.m.

13. ADJOURNMENT

   (Items marked with * are attached to director packets).
AGENDA

Thursday June 14, 2012
8:00 A.M.
Agriculture Center Auditorium - 5630 South Broadway - Eureka

1. CALL TO ORDER – Dan Cohoon, Chairman

2. INTRODUCTIONS

3. ADDITIONS OR CHANGES TO AGENDA

4. PUBLIC COMMENT PERIOD

5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR May 10, 2012 – ACTION *

6. DISTRICT CORRESPONDENCE (Circulated at meeting)

Incoming:
- Bob Johnson, CPA – Letter of introduction to Johnson CPA firm and request to be contacted if the District wishes to change auditors.
- Del Norte Resource Conservation District – Agenda for May 16th meeting and minutes from April 18, 2012 Meeting.
- California Department of Fish and Game – Letter finalizing and designating the DFG grant manager for the Lawrence Creek Sediment Reduction and Stream Habitat Improvement project.
- California Department of Fish and Game – Letter finalizing and designating the DFG grant manager for the Lower Eel Sediment Reduction Phase II project.
- Mr. Ed Voice and Voice Family – Email correspondence to District Board and staff regarding the May 16, 2012 meeting of the Humboldt LAFCo Commission and request to “…help us keep what flat prime farmland and ag soils we have left zoned ‘AE’ here in Southern Humboldt and else where.”
- Humboldt LAFCo – Memo transmitting the final FY 2012-13 budget.
- California Dairy Quality Assurance Program (CDQAP) – Announcement of workshops June 20 and 21 to assist dairy producers develop plans to comply with new rules for North Coast dairies.
- North Coast Association of Resource Conservation Districts – Agenda for June 7 meeting in Yreka.
- County of Humboldt – Email notifying the District of recommendation for both projects funded through the Proposition 50 Integrated Regional Water Management Plan grant to receive an additional $125,000 in reallocated funding for implementation.

**Outgoing:**
- Department of Fish and Game – Letter requesting an amendment to grant agreement P0810513, South Fork Elk River Road Decommissioning Project.
- Department of Fish and Game – Letter requesting an amendment to grant agreement P0810308, Freshwater Creek/Cloney Gulch Road Decommissioning Project.
- State Water Resources Control Board – Letter transmitting copy of audited financial statements for Fiscal Year ended June 30, 2011 and confirming the District is not currently subject to Single Audit Act reporting requirements.
- Dairy Advisory Group – Letter announcing meeting June 13 at 1pm to discuss developing a representative surface water sampling program to meet new rules for North Coast dairies.

7. **HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS**

8. **FINANCIAL REVIEW AND REPORT** – L. Barnwell (Handout)
   a. Review June Financial Statement
      1) Review of checks issued since last Board meeting
      2) Current Status of Invoices and Payments Received
      3) Discuss and Approve List of Payments – **ACTION**

9. **NEW BUSINESS**
   a. **PERSONNEL** – **ACTION**
      Approve hire of Summer Daugherty as Temporary/Full Time Project Coordinator. This is a temporary, full-time position funded through contribution agreements between the District and NRCS to accomplish specific types of activities to fulfill the District’s obligations outlined in the contribution agreements. The term of the position will depend on the term of the contribution agreements with NRCS, currently ending September 30, 2012.

   b. **EXTERNAL COMMUNCIATIONS** – **ACTION**
      GHD Inc. (previously Winzler and Kelly) is requesting the District’s approval to publish information on their website about the Salt River Ecosystem Restoration Project and the role the company is playing in developing the project.

   c. **FUNDING** – **ACTION**
      1) Approve Resolution #12-06 authorizing the Executive Director to negotiate and execute Agreement # 11-079 between the District and the State Coastal
Conservancy for the amount of $1 million for implementation of the Salt River Ecosystem Restoration Project.

2) Authorize Executive Director to provide a letter to the County of Humboldt, Natural Resources Division accepting the reallocated funds; detailing how the funds will be used; providing information on current status of environmental documentation and permitting and other pertinent details.

10. OLD BUSINESS – REVIEW AND DISCUSS 2012-2015 LONG RANGE PLAN - POTENTIAL ACTION

   Background:
   
   Rae Ann Dubay of NRCS facilitated the Board’s Strategic Planning session and incorporated proposed updates and revisions into a draft 2012-2015 Long Range Plan. Changes are reflected on page 2: Vision, pages 3 and 4: Priorities. Rae Ann also provided a matrix of strategies and tasks for the Board to discuss and to assign leads and due dates.

   The Board may decide to approve and adopt the 2012-2015 Long Range Plan at this meeting.

11. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

12. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

13. NEXT REGULAR MEETING: Thursday, July 12, 2012 at 8 a.m.

14. ADJOURNMENT

(Items marked with * are attached to director packets).
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 July 12, 2012
8:00 A.M.
Agriculture 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

4. PUBLIC COMMENT PERIOD

5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR June 14, 2012 – ACTION *

6. DISTRICT CORRESPONDENCE (Circulated at meeting)

Incoming:
- County of Humboldt; John Bartholomew, Treasurer – Letter reporting on interest rate and fund balance of $3.97.
- Humboldt County Farm Bureau – copy of letter sent to Jonathan Shultz, NRCS District Conservationist requesting NRCS not to process a contract for Southern Humboldt Community Park until after the County has acted on the General Plan Amendment Rezone and CUP application.
- Rex Bohn, Supervisor Elect 1st District – Copy of electronic communication sent to the Department of Water Resources in support of the Salt River Ecosystem Restoration Project and the pending DWR grant to assist with flood alleviation and agricultural preservation.
- Redwood Capital Bank – Letter and form to Mark Moore, HCRCD Secretary/Treasurer requesting he review and sign an on-line banking agreement to comply with current bank audit requirements (on agenda under New Business).
- County of Humboldt; Planning and Building Department – Notice of Public Hearing on July 17 at 1:30pm to re-classify land within the Branstetter Agricultural Preserve from Agriculture Exclusive to Timberland Production Zone.
- Department of Fish and Game – Letter transmitting amendment for agreement P0810513 South Fork Elk River Road Decommissioning Project.
Outgoing:

- Department of Fish and Game – Letter requesting an amendment to grant agreement P1010523 for work to restore estuary habitat as part of the Salt River Ecosystem Restoration Project. The request will extend the term of the agreement to March 31, 2015.

- Riverside Community Services District – Letter asking the Board to consider a request to supply water at Riverside Ranch for construction purposes related to Phase 1 of the Salt River Ecosystem Restoration Project.

7. PRESENTATION: USDA SOIL SURVEY UPDATE – Sue Aszman and staff

8. HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS

9. FINANCIAL REVIEW AND REPORT – L. Barnwell (Handout)
   a. Review July Financial Statement
      1) Review of checks issued since last Board meeting
      2) Current Status of Invoices and Payments Received
      3) Discuss and Approve List of Payments – ACTION

10. NEW BUSINESS
   a. BOARD MEMBERSHIP – ACTION

      Background: HCRCD Board members are appointed by the Humboldt County Board of Supervisors to serve a four-year term. The term of four current HCRCD Board members will expire in November of this year. HCRCD is required to notify the Board of Supervisors 125 days prior to any expected vacancy. Those Directors with expiring terms include: Gary Belli, Peter Bussman, Gary Markegard, and Mark Moore.

      These Directors may request re-appointment to serve another four-year term and the HCRCD Board may take action to write a letter to the Humboldt County Board of Supervisors in support of re-appointment of the Directors.

      b. RESOLUTION #12-07 – ACTION

      Background: HCRCD has an established banking relationship with Redwood Capital Bank and uses the bank’s online banking system to pay certain bills and for direct deposit of payroll. This resolution authorizes Mark Moore, Secretary/Treasurer to sign a business online banking agreement between HCRCD and Redwood Capital Bank and appoints the Executive Director as Company Administrator. The agreement and resolution are being requested by Redwood Capital Bank at this time to comply with audit requirements.

      c. RESOLUTION #12-08 – ACTION

      Background: HCRCD and Ducks Unlimited have separately secured grants to cover costs associated with planning, design, environmental compliance, permitting, construction management and construction of the Salt River Ecosystem Restoration Project. Staff of HCRCD and DU have developed a Cooperative Agreement to facilitate funding transfers for work completed, information sharing for complying with reporting requirements, and to clarify the roles and responsibilities of HCRCD and DU as they jointly work to accomplish the project. The Board is being asked to approve resolution #12-08 authorizing the Executive Director to sign the Cooperative Agreement on behalf of HCRCD.
11. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

12. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

13. OLD BUSINESS – REVIEW AND DISCUSS 2012-2015 LONG RANGE PLAN - POTENTIAL ACTION

   Background:

   Rae Ann Dubay of NRCS facilitated the Board’s Strategic Planning session and incorporated proposed updates and revisions into a draft 2012-2015 Long Range Plan. Changes are reflected on page 2: Vision, pages 3 and 4: Priorities. Rae Ann also provided a matrix of strategies and tasks for the Board to discuss and to assign leads and due dates.

   The Board may decide to approve and adopt the 2012-2015 Long Range Plan at this meeting.

14. NEXT REGULAR MEETING: Thursday, August 9, 2012 at 8 a.m.

15. ADJOURNMENT
AGENDA
Thursday August 9, 2012
8:00 A.M.

Agriculture 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
4. PUBLIC COMMENT PERIOD
5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR July 12, 2012 – ACTION *
6. DISTRICT CORRESPONDENCE (Circulated at meeting)

Incoming:
- Riverside Community Services District – Letter declining request from HCRCD to purchase water for construction purposes during Phase 1 of the Salt River Ecosystem Restoration Project.
- Walt Giacomini – Copy of letter to Humboldt County Board of Supervisors advising of Mr. Giacomini’s intent to resign from the Humboldt County Resource Conservation District Board effective August 31, 2012. Giacomini reports that other obligations are preventing him from participating as fully as he would like.
- Del Norte Resource Conservation District – Agenda for July 18th meeting and minutes from June meeting.
- State Coastal Conservancy – Approval of scope and budget for Grant Agreement 10-050 for final design of the Salt River Ecosystem Restoration Project.
- Humboldt Local Agency Formation Commission (LAFCo) – Notice inviting applications for the position of public member for a four-year term ending in May of 2016 (District officers or employees are not eligible for this position).
- California Native Grasslands Association – Announcement of a three-day grazing workshop in Willits September 25-27. Sponsored by Ridgewood Ranch, NRCS, Mendocino Farm Bureau and Mendocino County RCD.

Outgoing:
- Virginia Bass, Chair, Humboldt County Board of Supervisors – Letter from HCRCD Board expressing support for re-appointment of HCRCD Directors Belli, Markegard and Moore for another four-year term.
State Coastal Conservancy – Letter transmitting completed agreement and necessary documents for grant agreement #12-004; Salt River Ecosystem Restoration Project - Implementation.

Hank Seemann, County of Humboldt Public Works – Letter advising County of funding secured by HCRCD for operation of the Francis Creek TTS station for hydrologic year 2012-2013.

Stephen’s Construction – Letter formally transmitting a stop work order on South Fork Elk Road Decommissioning project.

7. HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS

8. PRESENTATION: USDA SOIL SURVEY UPDATE – Sue Aszman and Ryan Miebach

9. FINANCIAL REVIEW AND REPORT – L. Barnwell (Handout)
   a. Review August Financial Statement
      1) Review of checks issued since last Board meeting
      2) Current Status of Invoices and Payments Received
      3) Discuss and Approve List of Payments – ACTION

10. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

11. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

12. NEW BUSINESS – ACTION
   a. Appoint ad hoc New Director Search and Nomination Committee

   b. SALT RIVER ECOSYSTEM RESTORATION PROJECT – Implementation Schedule

   c. RESOLUTION #12-08
      Background: HCRCD and Ducks Unlimited have separately secured grants to cover costs associated with planning, design, environmental compliance, permitting, construction management and construction of the Salt River Ecosystem Restoration Project. Staff of HCRCD and DU have developed a Cooperative Agreement to facilitate funding transfers for work completed, information sharing for complying with reporting requirements, and to clarify the roles and responsibilities of HCRCD and DU as they jointly work to accomplish the project. The Board is being asked to approve resolution #12-08 authorizing the Executive Director to sign the Cooperative Agreement on behalf of HCRCD.

13. OLD BUSINESS – REVIEW AND DISCUSS 2012-2015 LONG RANGE PLAN - POTENTIAL ACTION

   Background: Rae Ann Dubay of NRCS facilitated the Board’s Strategic Planning session and incorporated proposed updates and revisions into a draft 2012-2015 Long Range Plan. Changes are reflected on page 2: Vision, and pages 3 and 4: Priorities. Rae Ann also provided a matrix of strategies and tasks for the Board to discuss and to assign leads and due dates. The Board will review and discuss the draft Strategies and Tasks and develop accompanying Measurements of Success. The Board may decide to approve and adopt the 2012-2015 Long Range Plan at this meeting.

14. NEXT REGULAR MEETING: Thursday, September 13, 2012 at 8 a.m.

15. ADJOURNMENT
AGENDA
Thursday September 13, 2012
8:00 A.M.
Agriculture 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

4. PUBLIC COMMENT PERIOD

5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR August 9, 2012 – ACTION *

6. DISTRICT CORRESPONDENCE (Circulated at meeting)

Incoming:
- Salt River Watershed Council – Minutes from July meeting.
- North Coast Association of RCDs – Draft minutes from Regional Meeting held June 7, 2012.
- Del Norte Resource Conservation District – Agenda for August 15 meeting and minutes from June meeting.
- California Department of Fish and Game – Letter transmitting extension of agreement for restoration work on Riverside Ranch as part of the Salt River Restoration Project to March 31, 2015.
- California Special Districts Association – Call for Nominations to fill a Region 1, Seat A Director position currently held by Mark Bryant of the Garberville Sanitary District. Nominations are due by September 14, 2012. Directors commit to a 3-year term and are expected to attend all board meetings held every other month in Sacramento, participate on at least 1 committee and attend 2 annual events. Reimbursement is available as outlined by policy.
- State Coastal Conservancy – Two letters transmitting minor amendments and approval to start work under grant agreement 12-004 for the Salt River Ecosystem Restoration Project.
- Partners for Conservation & Yager/Van Duzen Environmental Stewards – Invitation to HCRCD Board to attend Partners Day, scheduled October 2-5, 2012.
California Dairy Quality Assurance Program – Announcement of September workshops to provide one-on-one assistance to dairy producers in complying with new Regional Water Board Dairy Regulations.

Outgoing:
- Larry Notheis, California Conservation Corps – Scope of work and request for estimate for pre-implementation site work for Phase 1 of the Salt River Ecosystem Restoration Project.
- Bob Merrill, District Manager California Coastal Commission – Request that Commission staff provide guidance as to whether an amendment to the Coastal Development Permit is needed due to changes in the list of landowners and associated APNs that was submitted in the original application.

7. HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS

8. FINANCIAL REVIEW AND REPORT – L. Barnwell (Handout)
   a. Review September Financial Statement
      1) Review of checks issued since last Board meeting
      2) Current Status of Invoices and Payments Received
      3) Discuss and Approve List of Payments – ACTION

9. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

10. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

11. NEW BUSINESS – ACTION
   a. Report from New Director Search and Nomination Committee
   b. National Association of Conservation Districts – Request for membership dues
      Staff Recommendation: Decline membership at this time.
   c. California Special Districts Association – Call for Nominations to fill Region 1, Seat A Director position currently held by Mark Bryant of the Garberville Sanitary District. Nominations are due by September 14, 2012.
   d. Select an Auditor for Financial Statements ended June 30, 2012
      Staff Recommendation: Retain CPA firm Aycock and Edgmon to audit HCRCD’s Financial Statements for the fiscal year ended June 30, 2012.

12. OLD BUSINESS – REVIEW AND ADOPT 2012-2015 LONG RANGE PLAN - ACTION

13. NEXT REGULAR MEETING: Thursday, October 11, 2012 at 8 a.m.

14. ADJOURNMENT
AGENDA

Thursday October 11, 2012
8:00 A.M.
Agriculture 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

4. PUBLIC COMMENT PERIOD

5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR September 13, 2012 – ACTION *

6. DISTRICT CORRESPONDENCE (Circulated at meeting)

Incoming:
- Del Norte Resource Conservation District – Agenda for September 19 meeting and minutes from August 15 meeting.
- Ducks Unlimited – Letter transmitting Cooperative Agreement for execution by HCRCD.
- California Special Districts Association – Call for volunteers to participate on committees and/or as part of an “expert feedback team.”
- California Coastal Commission – Letter transmitting approved Coastal Development Permit for the Salt River Ecosystem Restoration Project.
- Department of the Army/Army Corps of Engineers – Letter transmitting approved Corps permit for the Salt River Ecosystem Restoration Project for execution.
- Humboldt Local Agency Formation Commission (LAFCo) – Notice of opening for “Alternate Public Member.” District officers or employees are not eligible to fill this seat.

Outgoing:
- Beatrijs DeWaard, Department of Fish and Game – Notification of change in match source from private to federal for a portion of the match on the South Fork Elk River Road Decommissioning Project.
- Sue Doroff, Western Rivers Conservancy – Letter transmitting final haying and feed receipts from Riverside Ranch for the year.
Laurie Monarres, Chief of Regulatory Division, Army Corps of Engineers – Letter transmitting signed copies of Corps permit for the Salt River Ecosystem Restoration Project and thanking the Corps for their assistance.

7. **HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS**

8. **FINANCIAL REVIEW AND REPORT** – L. Barnwell (Handout)
   
a. Review October Financial Statement
   
   1) Review of checks issued since last Board meeting
   
   2) Current Status of Invoices and Payments Received
   
   3) Discuss and Approve List of Payments – **ACTION**

9. **NRCS DISTRICT CONSERVATIONIST REPORT** – Jon Shultz

10. **DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES** *
    
a. Contracting, Construction and Funding Discussion

11. **NEW BUSINESS** – **ACTION**
    
a. Report from Director Search and Nomination Committee

12. **NEXT REGULAR MEETING**: Thursday, November 8, 2012 at 8 a.m.

13. **ADJOURNMENT**
AGENDA
Thursday November 8, 2012
8:00 A.M.
Agriculture 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
4. PUBLIC COMMENT PERIOD
5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR October 11, 2012 – ACTION *
6. DISTRICT CORRESPONDENCE (Circulated at meeting)

Incoming:
- Del Norte Resource Conservation District – Agenda for October 17 meeting and minutes from September 19 meeting. (Meeting was later canceled)
- California Department of Fish and Game – Cover letter for approved budget amendment for P1010521 Mill Creek Roads Sediment Reduction Project.
- California Coastal Commission – Copy of letter sent to Humboldt County Public Works Department regarding discussion about need for emergency permits and whether or not a follow-up coastal development permit is needed.
- Eel River Task Force – Draft Schedule of Meeting Dates and Topics
- County of Humboldt, Treasurer – Interest report
- County of Humboldt, Planning Division – Invoice for balance due of $1,392.34 for a total charge to date of $5,658.52 for Salt River Project Conditional Use Permit.

Outgoing:
- Department of Fish and Game – Returning signed amendment for Mill Creek Roads Sediment Reduction Project.
7. **HCRCD DIRECTOR’S REPORTS OR ANNOUNCEMENTS**

8. **FINANCIAL REVIEW AND REPORT** – L. Barnwell (Handout)
   a. Review November Financial Statement
      1) Review of checks issued since last Board meeting
      2) Current Status of Invoices and Payments Received
      3) Discuss and Approve List of Payments – *ACTION*

9. **GRAZING COMMITTEE REPORT** – Bussman
   a. **DISCUSSION AND APPROVAL OF GRAZING COMMITTEE MINUTES for October 11, 2012 – *ACTION***
   b. **RENEWAL OF WMA LEASES FOR 2013 – *ACTION***

   *Background:* The Grazing Committee met October 11 and reviewed the performance of current DFG Wildlife Management Area Lessees. The Committee determined each lessee was eligible for a one-year extension based on satisfactory performance and meeting all terms and obligations under the Cooperative Agricultural Activity Agreement. The Board is asked to authorize the Executive Director to execute lease agreements for the following Wildlife Management Areas:

   a. Fay Slough: Grant Pedrotti, Lessee
   b. Mad River Slough: Domingo Santos, Lessee
   c. Eel River (Ocean Ranch, Table Bluff, Cannibal Island): Dennis Leonardi, Lessee
   d. Cock Robin Island: Dennis Leonardi, Lessee

10. **NRCS DISTRICT CONSERVATIONIST REPORT** – Jon Shultz

11. **DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES***
   a. Salt River Project Contracting, Construction and Funding Discussion – *POTENTIAL ACTION*

12. **BOARD OF DIRECTORS ANNUAL ORGANIZATIONAL SESSION – *ACTION*** (Cohoon)

   - **OFFICERS** - Elect Officers to serve a one-year term.
     
     Current Officers:
     
     Chairman – Dan Cohoon
     Vice-Chair – Gary Markegard
     Secretary/Treasurer – Mark Moore

   - **COMMITTEES** – Discuss current committees, establish any new committees as may be needed, appoint committee chairs to serve a one-year term.
     
     Current Committees:
     
     Grazing Committee – Current Chair: Peter Bussman
     Dairy Committee – Current Chair: Jim Renner
• PERSONNEL – Establish this year’s guidelines for the Board’s performance evaluation of the Executive Director.

13. NEXT REGULAR MEETING: Thursday, December 13, 2012 at 8 a.m.

14. ADJOURNMENT
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 December 13, 2012
8:00 A.M.
Agriculture 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
4. PUBLIC COMMENT PERIOD
5. DISCUSSION AND APPROVAL OF BOARD MINUTES FOR November 8, 2012 – ACTION *
6. DISTRICT CORRESPONDENCE (Circulated at meeting)
   Incoming:
   ➢ Ducks Unlimited - Copy of letter responding to McCullough Construction regarding qualification to bid on Phase 1 of the Salt River Ecosystem Restoration Project.
   ➢ Habitat Restoration Sciences (HRS) – Letter advising HCRC of decision not to bid on Phase 1 Vegetation Removal.
   ➢ Eel River Task Force – November Agenda and minutes of October meeting.
   ➢ Del Norte Resource Conservation District – Agenda for November 14 meeting and minutes from September 19 meeting.
   ➢ Nancy Trujillo Riverside Community Services District – Letter transmitting invoices for water services on Riverside Ranch and requesting easement and right-of-way documents.
   ➢ California State Lands Commission – Letter transmitting amendment of Lease PRC 8955.9 for Phase 2 of the Salt River Ecosystem Restoration Project.

   Outgoing:
   ➢ Department of Fish and Game – Cover letter to final report for the Mill Creek Roads Sediment Reduction Project.
   ➢ Figas Construction – Letter informing firm that their bid was accepted for Phase 1 vegetation removal.
   ➢ Johns Trucking – Letter informing firm that their proposal for vegetation removal was found to be incomplete and could not be considered.
Nancy Trujillo Riverside Community Services District – Response advising RCSD that HCRCD is not the owner of Riverside Ranch and directing RCSD to Bob Smith at California Department of Fish and Game.

7. **HCRC DIRECTOR’S REPORTS OR ANNOUNCEMENTS**

8. **FINANCIAL REVIEW AND REPORT** – L. Barnwell (Handout)
   a. Review December Financial Statement
      1) Review of checks issued since last Board meeting
      2) Current Status of Invoices and Payments Received
      3) Discuss and Approve List of Payments – **ACTION**

9. **REVIEW OF CURRENT CONTRACTS AND SUBCONTRACTS**^ (Chambers)

10. **NEW BUSINESS**
    a. Request from private landowner in the Yager Creek watershed to partner with HCRCD to develop and administer a contract with the Department of Fish and Game through its Steelhead Fishing Report and Restoration Card funds - **ACTION**
       **Background:** Landowner proposes to work with HCRCD to develop and administer the CDFG contract and further proposes to work with Pacific Watershed Associates to complete technical design and provide on-site technical oversight. The project will install two large woody structures and several small wood structures in the North Fork of Yager Creek to enhance steelhead habitat. **Landowner is also a Board member of the HCRCD and will therefore recuse himself from this discussion and any vote.**
       **Staff Recommendation:** Authorize Executive Director and staff to work with landowner to develop and execute contract.

    b. Cooperative Agreement for the California Department of Transportation’s (Caltrans) Mad River Bridges Replacement Channel Mitigation in the amount of $362,006.55 – **ACTION**
       **Background:** HCRCD has partnered with Caltrans, CDFG and NOAA to develop a project and identify funding to remove a failed weir from the Mad River. This agreement with Caltrans will provide the implementation funding for the project. The Board is being asked to take action to authorize the Executive Director, Board President and Board Treasurer to execute the agreement.
       **Staff Recommendation:** Authorize execution of Caltrans Cooperative Agreement # 01-0368 in the amount of $362,006.55.

    c. Amendment to Grant Agreement 12-004 Salt River Ecosystem Restoration Project: Implementation between HCRCD and the State Coastal Conservancy – **ACTION**
       **Background:** The Board took action in June of this year to enter into a grant agreement with the State Coastal Conservancy in the amount of $1,000,000. Additional funds are being received by the Conservancy from the U.S. Fish and Wildlife Service’s National Coastal Wetlands Grant that will be amended to this agreement.
       **Staff Recommendation:** Authorize Executive Director to execute amendment when received by HCRCD.
d. Resolution No. 12-09 Close Salt River Watershed Custodial Account - ACTION

**Background:** HCRCD has provided administrative support to the Salt River Watershed Council since its inception in 2008. The Board took action to establish a custodial account for the Council utilizing $3,000 in private donations received from private landowners along the Salt River. For the past several years as the Council has worked to increase its organizational capacity. The Council took action at its November meeting to open an account at US Bank and has requested HCRCD to close the custodial account held by HCRCD and transfer the current balance of funds to the Council.

**Staff Recommendation:** Approve and adopt Resolution Number 12-09 authorizing and directing staff to prepare a full and accurate accounting of all activity in the custodial account for the Salt River Watershed Council and authorize the Executive Director to cause the preparation of a cashier’s check for the current balance payable to Salt River Watershed Council, thereby closing the account.

e. Resolution No. 12-10 Authorize Executive Director to negotiate and execute Contract # 4600009931 with Department of Water Resources in the amount of $3,000,000.00 for implementation of Phase 2 of the Salt River Ecosystem Restoration Project.

**Background:** In February of last year staff, with substantial assistance from the Coastal Conservancy, developed and submitted a grant application to the Department of Water Resources to fund implementation of Phase 2 of the Salt River Ecosystem Restoration Project. The proposal was ranked one of the highest in the state and was subsequently awarded. This resolution affirms the Board’s interest in executing the agreement with Department of Water Resources and authorizes the Executive Director to enter into the agreement on behalf of the RCD.

f. Ratify Executive Director’s action per Resolution No. 11-13

**Background:** On October 13, 2011 the Board took action to approve and adopt Resolution Number 11-13. This resolution authorized the Executive Director to Negotiate and Execute a lease with the State Lands Commission for activities under the Salt River Ecosystem Restoration Project. Resolution #11-13 also authorized the Executive Director to execute any subsequent amendment; with those amendments subject to ratification by the Board. On December 5, 2012, the Executive Director traveled to the State Lands Commission hearing in Sacramento and executed an amendment to Lease PRC 8955.9 (W26450) to include locations and activities involved in Phase 2 of the Salt River Restoration Project.

**Staff Recommendation:** Ratify the action of the Executive Director and approve amendment of State Lands Commission Lease PRC 8955.9 for the Salt River Ecosystem Restoration Project.

11. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

12. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *
   a. Salt River Project Monitoring Requirements – Presentation (Hansen)
   b. Salt River Project Contracting, Construction and Funding Discussion – **POTENTIAL ACTION**

13. NEXT REGULAR MEETING: Thursday, January 10, 2013 at 8 a.m.

14. ADJOURNMENT