



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 10, 2013

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 December 13, 2012 – ACTION ***
6. **DISTRICT CORRESPONDENCE** (Circulated at meeting)

Incoming:

- Jim Spear, Natural Resources Conservation Service – Letter congratulating Frances Tjarnstrom on successfully meeting NRCS requirements to be a Certified Conservation Planner.
- Eel River Task Force – December Agenda.
- California State Lands Commission – Letter transmitting executed amendment of Lease PRC 8955.9 for Phase 2 of the Salt River Ecosystem Restoration Project.
- Del Norte Resource Conservation District – Agenda for December 21st meeting.
- State Coastal Conservancy – Letter transmitting amendment to grant agreement 12-004.

Outgoing:

- Department of Fish and Game – Cover letter to final invoice and retention for the Mill Creek Roads Sediment Reduction Project.
- Department of Fish and Game – Cover letter for final invoice and retention for Freshwater Creek-Cloney Gulch Project.
- State Coastal Conservancy – Cover letter to signed amendment for grant agreement 12-004
- Natural Resources Agency – Letter of support for Humboldt Bay Spartina Eradication Project proposal.

7. HCRCD DIRECTOR'S REPORTS OR ANNOUNCEMENTS

8. FINANCIAL REVIEW AND REPORT – L. Barnwell (Handout)

- a. Review January 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. Resolution No. 13-01 to establish a savings account at Redwood Capital Bank to hold CALTRANS funds for the Mad River Weir Removal Project - **ACTION**

***Background:** HCRCD has entered into Cooperative Agreement 01-0368 with CALTRANS to implement the Mad River Weir Removal Project. Under this Agreement CALTRANS proposes to pay the amount of \$362,006.55 in advance for the work to be performed. HCRCD desires to keep the CALTRANS project funds segregated for accounting and auditing purposes. Staff is proposing that the Board authorize staff to establish a savings account at Redwood Capital Bank to hold the funds. Resolution No. 13-01 authorizes staff to establish a separate savings account to hold CALTRANS funds and to make payments or transfers from this account as required for costs incurred to complete the Mad River Weir Removal Project.*

***Staff Recommendation:** Approve and adopt Resolution No. 13-01.*

- b. The Board will review and consider approval of the selection of lowest, responsive, responsible bidder for General Construction of Phase 1 of the Salt River Ecosystem Restoration Project – **ACTION**

***Background:** HCRCD has partnered with Ducks Unlimited for implementation of Phase 1 of the Salt River Ecosystem Restoration Project. Our two agencies have entered into a Cooperative Agreement to formalize our working relationship. The Cooperative Agreement spells out roles and responsibilities agreed to by HCRCD and DU to jointly implement Phase 1 of the Project. The Cooperative Agreement also allows HCRCD and DU to independently contract for specific project components and to expend grant funds.*

Ducks Unlimited is providing Construction Management services for the Project. These services include assuming all responsibilities and any liabilities for the bid and award process for the prime contractor for Phase 1. HCRCD is acting as Project Manager. Our Cooperative Agreement provides HCRCD authority to review and approve the final selection of the apparent lowest, responsive, responsible bidder for prime contractor.

The bid process conducted by Ducks Unlimited began with an invitation sent out to over 60 contractors to submit a "Statement of Qualifications" to be considered as a qualified bidder for Phase 1 of the Salt River Restoration Project. The potential contractors were identified by a variety of methods: 1) Direct requests (phone, fax, email or mailed) to be included on the HCRCD contractors list; 2) Referrals from others based on previous experience with the contractors; and 3) Referrals from others based on local knowledge of contractors.

Statements of Qualifications were received from a total of 23 Contractors. A review team was comprised of staff from Ducks Unlimited and HCRCD. Each member of the review

team independently reviewed the submissions and independently completed an evaluation form noting whether or not the contractor clearly demonstrated the requisite experience and capacity to complete the project. A conference call was held with the review team. Each reviewer shared their information from the evaluation forms. The process revealed clear agreement between the reviewers and confirmed the results of the independent evaluations.

From the review process a total of 10 contractors were determined to have successfully demonstrated the experience, qualifications and capacity to construct the project. Contractors were notified of the results of the review process and the 10 qualified contractors were invited to a mandatory pre-bid site walk. Nine contractors attended the mandatory site visit.

Ducks Unlimited notified HCRCD staff that five bids were received by the deadline. Upon opening the bids, the total bid prices were ranked from lowest to highest and the apparent low bidder was identified. Ducks Unlimited is bringing this selection to the HCRCD Board for its approval.

c. CSDA CALL FOR NOMINATIONS – Board of Directors Region1, Seat B – ACTION

***Background:** HCRCD is a member of the California Special Districts Association (CSDA). CSDA is currently conducting a call for nominations for a Director to fill the remainder of a 2010-2013 term that will conclude on December 31, 2013. Serving on the CSDA Board generally requires attendance at all board meetings held every other month in Sacramento and participation on at least one committee.*

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. NEXT REGULAR MEETING: Thursday, February 14, 2013 at 8 a.m.

13. 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 February 14, 2013

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 January 11, 2012 – ACTION ***
6. **DISTRICT CORRESPONDENCE** (Circulated at meeting)

Incoming:

- California Department of Fish and Wildlife – Email news release that grant proposals for steelhead restoration projects that had previously been submitted directly to the Steelhead Report and Restoration Card (SHRRC) program coordinator now must be submitted to the Fisheries Restoration Grant Program. SHHRC funding for this fiscal year is expected to be approximately \$150,000.
- County of Humboldt, Treasurer – Report on fund balance of \$3.99 held by County on behalf of the RCD.
- State Coastal Conservancy – Letter transmitting review and approval of proposed contractors for Phase 1 of the Salt River Ecosystem Restoration Project. Selection of Anderson Dragline of Gridley for construction services and Samara Restoration of McKinleyville for nursery services were approved.
- USDA-NRCS – Press Release announcing appointment of Carlos Suarez as State Conservationist for NRCS in California.
- Special District Risk Management Authority – Letter advising the RCD that it will receive a longevity distribution credit of \$119 on its Property/Liability insurance and \$51 credit on its Workers' Compensation insurance. A copy of the 2011-2012 Annual Report was also included.
- Del Norte Resource Conservation District – Agenda for January 16th meeting and minutes from the December 21st meeting.

- Eel River Task Force – Agenda for January 23rd meeting and notes from December meeting, also a draft schedule of meeting dates.

Outgoing:

- State Coastal Conservancy – Cover letter to signed amendment for grant agreement 10-050
- State Water Resources Control Board – Cover letter returning signature pages for amendment extending term of Salt River grant agreement #56
- Susan Leroy, Caltrans – Cover letter to invoice for balance of funds for the Mad River Weir Removal project
- Estuary Habitat Restoration Program – Letter of Support for Humboldt Bay Harbor District proposal for the Humboldt Bay Invasive Spartina Eradication Project

7. HCRCD DIRECTOR'S REPORTS OR ANNOUNCEMENTS

8. FINANCIAL REVIEW AND REPORT – L. Barnwell (Handout)

- a) Review January 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. UPDATE FROM THE CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE – C. Bartolotta

10. OLD BUSINESS

- a) **INFORMATION/DISCUSSION: POLICIES AND PROCEDURES**
 - 1) PROCUREMENT POLICY
 - 2) PERSONNEL EMPLOYEE HANDBOOK
 - 3) LETTERS OF SUPPORT

11. 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.

Staff Recommendation: Accept and Approve Annual Calendar

- b. **BOARD MEMBER APPLICATION* POTENTIAL ACTION**

BACKGROUND: There is currently a vacancy on the Board resulting from Director Giacomini's resignation. A new member would complete Giacomini's remaining term which expires November 26, 2014. An application to serve on the HCRCD Board has been received from Mr. Hugo Klopper. His application is being provided to the Board for consideration. The Board may elect to write a letter of support to the Humboldt County Board of Supervisors for Mr. Klopper's appointment to the HCRCD Board to complete Giacomini's term.

c. **FRGP FUNDING PROPOSALS & PARTNER COORDINATION - DISCUSSION**

BACKGROUND: California Department of Fish and Wildlife annually releases a solicitation through the Fisheries Restoration Grant Program (FRGP). The solicitation is now open and will close March 15th. In the past the RCD has both submitted proposals of its' own and worked with various partners to sponsor proposals. The purpose of this agenda item is to discuss current staff capacity to determine if it's feasible for the RCD to sponsor additional proposals this year.

d. **FUNDING PROPOSALS, CONTRACTS, AMENDMENTS ACTION**

1) **RESOLUTION # 13-02 NATIONAL FISH AND WILDLIFE FOUNDATION GRANT AGREEMENT**

BACKGROUND: The National Fish and Wildlife Foundation awarded a grant to HCRCD to receive funding through the Natural Resources Conservation Partners Program. The agreement, in the amount of \$200,000, will fund coordinated outreach and "boots-on-the-ground" assistance to private landowners in the Eel River Delta/Humboldt Bay complex area for a period of two years. There is a matching requirement of at least \$343,000 over the term of the grant which will be met by other confirmed and/or existing grant funds that specifically relate to the project.

Staff Recommendation: Approve Resolution #13-02 authorizing Executive Director to execute the grant agreement.

2) **RESOLUTION # 13-03 NOAA COASTAL AND MARINE HABITAT RESTORATION PROGRAM**

BACKGROUND: Staff is requesting Board approval to submit a proposal to the National Marine Fisheries Service's Coastal and Marine Habitat Restoration Project grants program. The proposal will request approximately \$3 million in funding for implementation of Phase 2 of the Salt River Ecosystem Restoration Project and for project monitoring.

Staff Recommendation: Approve Resolution #13-03 authorizing submission of proposal to the National Marine Fisheries Service's Coastal and Marine Habitat Restoration Project grants program.

3) **RESOLUTION # 13-04 PACIFIC MARINE AND ESTUARINE FISH HABITAT PARTNERSHIP**

BACKGROUND: Staff responded to an invitation from the Pacific Marine and Estuarine Fish Habitat Partnership (PMEP) to submit the Salt River Ecosystem Restoration Project to be included in a regional proposal for funding. The project was selected for inclusion as one of a suite of projects from California, Oregon and Washington. Staff is requesting Board approval to work with PMEP to submit a proposal to the National Marine Fisheries Service's Coastal and Marine Habitat Restoration Project grants program to request funding for post-project fisheries and habitat monitoring.

Staff Recommendation: Approve Resolution #13-04 partnering with PMEP to submit a regional proposal to the National Marine Fisheries Service's Coastal and Marine Habitat Restoration Project grants program.

4) **RESOLUTION # 13-05 FRGP FUNDING PROPOSALS**

BACKGROUND: The California Department of Fish and Wildlife is accepting proposals for the 2013-2014 cycle of the Fisheries Restoration Grant Program. A Provisional Resolution



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 March 14, 2013

8:00 A.M.

Agriculture Commissioner's Conference Room

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. **DISCUSSION AND APPROVAL OF BOARD MINUTES FOR February 14, 2013 – ACTION ***
5. **PUBLIC COMMENT PERIOD**
6. **DISTRICT CORRESPONDENCE** (Circulated at meeting)
Incoming:
 - California Department of Water Resources – Memo transmitting executed funding agreement for Phase 2 of the Salt River Ecosystem Restoration Project.
 - Del Norte Resource Conservation District – Agenda for February 20th meeting.
 - California State Lands Commission – Notice that Commission is proposing to amend certain sections of the California Code of Regulations pertaining to definitions on Sovereign lands, leasing and rates. A public hearing will be held on April 16 in Sacramento and comments are invited.
 - Special District Risk Management Authority – Letter advising the RCD that no rate increase will be applied to the Workers' Compensation or the Property/Liability insurance programs this year.
 - California Special Districts Association – Call for nominations to Seat B of the CSDA Board of Directors.
 - Eel River Task Force – Notes from February 20 meeting.
Outgoing:
 - Courtney McGeachy, National Fish and Wildlife Foundation – Cover letter to signed grant agreement.

- Rex Bohn, 1st District Supervisor, Humboldt County Board of Supervisors – Letter supporting the nomination and appointment of Hugo Klopper to the HCRCB Board of Directors.
- Devin Theobald, County of Humboldt – Letter requesting line item shift to the budget for component 2.17 of the IRWM agreement.

7. HCRCB 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

8. FINANCIAL REVIEW AND REPORT – L. Barnwell (Handout)

- a) Review February 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

BACKGROUND: Summer Daugherty was hired as a full-time temporary Project Coordinator in May of 2012. The position was funded by contribution agreements with Natural Resources Conservation Service and other existing contracts. Daugherty's performance has been exemplary and she has proved herself to be a valuable addition to the RCD. The RCD recently secured additional grant funds through the National Fish and Wildlife Foundation to fund a full time regular position through January 1, 2015.

STAFF RECOMMENDATION: Approve re-classification of position to full-time regular.

10. OLD BUSINESS

a) INFORMATION/DISCUSSION: POLICIES AND PROCEDURES

- 1) PERSONNEL EMPLOYEE HANDBOOK

11. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

12. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

13. SALT RIVER PROJECT CONTRACTING, CONSTRUCTION AND FUNDING DISCUSSION – POTENTIAL ACTION

14. NEXT REGULAR MEETING: Thursday, March 14, 2013 at 8 a.m.

15. ADJOURNMENT

Humboldt
County



RESOURCE
CONSERVATION DISTRICT

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 April 11, 2013

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. **DISCUSSION AND APPROVAL OF BOARD MINUTES FOR March 14, 2013 – ACTION ***
5. **PUBLIC COMMENT PERIOD**
6. **DISTRICT CORRESPONDENCE** (Circulated at meeting)
Incoming:
 - Humboldt Bay Harbor, Recreation, and Conservation District – Notice of application for maintenance dredging at the Schneider Dock facility and invitation to comment. Comments due by April 12, 2013.
 - Humboldt LAFCO – Memo transmitting proposed LAFCO budget for 2013-14
 - California Coastal Conservancy – Transmitting Executive Summary of five-year strategic plan and new brochure
 - California Department of Water Resources – Notice of Local Assistance Workshop
 - Del Norte Resource Conservation District – Agenda for March 20th meeting and minutes of February meeting.
 - Eel River Forum (name changed from Eel River Task Force) – Notes from March 20 meeting.
 - California Association of Resource Conservation Districts (CARCD) – Transmitting Annual Meeting materials and promotion What Does CARCD do for You?

Outgoing:

- Riverside Community Services District – Request for time on April 10 Agenda to discuss re-locating a portion of RCSD waterline as part of the Salt River Ecosystem Restoration Project and transmitting draft documents for RCSD Board review.
- Letter to residents of Frog Alley (Ambrosini Lane and Rose Avenue in Ferndale) – Transmitting update on activities since the meeting on February 19 to discuss impacts of flooding from Williams Creek.

7. 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

8. 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**

9. NEW BUSINESS

a. AGREEMENTS AND PARTNERSHIPS

- i. Amendment #1 to Cooperative Agreement between HCRCD and Ducks Unlimited
ACTION

Background: HCRCD and Ducks Unlimited executed a Cooperative Agreement to facilitate transfers of funding secured by each party for construction of Phase 1 of the Salt River Ecosystem Restoration Project and to define roles of responsibilities of each of the parties. Amendment #1 adds contract documents from Natural Resources Conservation Service/Wetlands Reserve Program and adds language specifying that Ducks Unlimited will provide funding in the amount of \$1,699,999 from that contract toward the development of the Project. The Amendment also increases the RCD's contribution from SWRCB Grant Agreement No. 07-539-550-2 by \$800,000 to a total of \$1,800,000.

The Cooperative Agreement was approved by the Board through adoption of Resolution #12-08 which requires that the Board approve or ratify any amendments.

Staff Recommendation: Staff Recommends the Board approve this amendment to the Cooperative Agreement with Ducks Unlimited and authorize the Executive Director to execute the amendment on its behalf.

- ii. Resolution #13-06 Learning Site Agreement with Humboldt State University*
ACTION

Background: Staff is working to develop a "citizen-based monitoring program" to assist with required monitoring activities for various aspects of the Salt River Ecosystem Restoration Project. The monitoring program will include partnerships with a variety of agencies, schools and volunteer groups. Doreen has been working closely with professors and staff at Humboldt State University (HSU) to develop a mutually-beneficial program that would involve students and faculty in conducting projects for research and monitoring that would also meet HCRCD's monitoring

requirements. To formalize this relationship, HSU has asked HCRCO to sign Learning Site Agreement #2013-017 that establishes mutual roles, responsibilities, guidelines and liabilities.

Staff Recommendation: Staff recommends the Board take action to adopt and approve Resolution #13-06 ratifying the Executive Director's execution of Learning Site Agreement #2013-017.

iii. Redwood National Park – Information Item *

Background: Staff is being very creative in finding low and no-cost opportunities to partner with entities to monitor water quality and sediment loading in the Lower Eel River delta. As a Special District, HCRCO is eligible to receive transfers of excess equipment and other items from government entities. Recently Summer contacted Redwood National Park and was successful in securing excess monitoring equipment, which was transferred to the RCD at no cost.

10. OLD BUSINESS – INFORMATION / DISCUSSION

- a) SUMMARY OF HCRCO CONTRACTS AND SUB-CONTRACTS*
- b) REVISIONS TO PERSONNEL EMPLOYEE HANDBOOK * **Potential Action**
Sections for review:
Welcome
Policies and Practices: Terms of Employment and Legal Notifications

11. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

12. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

13. SALT RIVER PROJECT CONTRACTING, CONSTRUCTION AND FUNDING DISCUSSION – POTENTIAL ACTION

Information items:

- a) Ducks Unlimited Construction inspection services
- b) Ducks Unlimited Labor compliance
- c) HCRCO On-call consultants
 - 1) Ornithologist/Biologist
 - 2) Cultural resources
 - 3) Hydrologist
 - 4) Geotechnical

14. NEXT REGULAR MEETING: Thursday, May 9, 2013 at 8 a.m.

15. 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 May 9, 2013

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. **DISCUSSION AND APPROVAL OF BOARD MINUTES FOR April 11, 2013 – ACTION ***
5. **PUBLIC COMMENT PERIOD**
6. **DISTRICT CORRESPONDENCE** (Circulated at meeting)

Incoming:

- Humboldt LAFCO – Request for nominations to fill special district vacancy on the Commission. Nominations due by May 10.
- Del Norte Resource Conservation District – Agenda for April 17th meeting
- California Association of Resource Conservation Districts (CARCD) – North Coast Meeting agenda and copy of powerpoint presentation by North Coast Regional Water Quality Control Board on the Agricultural Lands discharge Program
- North Coast Regional Water Quality Control Board – email from Cherie Blatt advising that the Board will consider adopting a resolution in appreciation of the North Coast Dairy Community and Interested parties for their contributions to the North Coast Dairy Program in the Protection of Water Quality. Also included is a background on the status of the program and the resolution that is being considered.
- California Coastal Commission – Transmitting Public Notice of workshop; Agriculture in the Coastal Zone taking place in Marin County on May 8.

Outgoing:

- Copy of letter sent to Lessees of Wildlife Areas

- Letter to State Water Resources Control Board stating that HCRCDD is not subject to Single Audit Act reporting requirements because total federal revenues received in fiscal year 2011/12 did not exceed \$500,000.
- Letter to Charles Lester, Executive Director California Coastal Commission expressing support for utilizing the NOAA consistency determination to streamline the Coastal Commission permit process for certain projects in the Coastal Zone.

7. HCRCDD 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

8. 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**

9. OLD BUSINESS – INFORMATION / DISCUSSION

- a) REVISIONS TO PERSONNEL EMPLOYEE HANDBOOK * **Potential Action**
Sections for review:
Insurance Benefits and Leave

10. NRCS DISTRICT CONSERVATIONIST REPORT – Jon Shultz

11. DISTRICT STAFF ACTIVITIES REPORTS and PROJECT UPDATES *

12. SALT RIVER PROJECT CONTRACTING, CONSTRUCTION AND FUNDING DISCUSSION – POTENTIAL ACTION

Information items:

- a) Ducks Unlimited Construction inspection services
- b) Ducks Unlimited Labor compliance
- c) HCRCDD On-call consultants
 - 1) Ornithologist/Biologist
 - 2) Cultural resources
 - 3) Hydrologist
 - 4) Geotechnical

13. INFORMATION ITEM – OCEAN RANCH (Mark Wheatley)

14. NEXT REGULAR MEETING: Thursday, June 13, 2013 at 8 a.m.

15. 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 August 8, 2013

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. **DISCUSSION AND APPROVAL OF BOARD MINUTES FOR July 11, 2013 – ACTION ***
5. **PRESENTATION AND POTENTIAL APPROVAL OF DRAFT AUDITED FINANCIAL STATEMENTS FOR FISCAL YEAR ENDED JUNE 30, 2012 – ACTION**
Stacey Edgmon, CPA Aycock and Edgmon
6. **PUBLIC COMMENT PERIOD**
7. **DISTRICT CORRESPONDENCE** (Circulated at meeting)
Incoming:
 - Del Norte Resource Conservation District – Agenda for July meeting and minutes from June and Agenda for Local Work Group meeting held July 17, 2013
 - Humboldt County Association of Governments (HCAOG) - Transmitting Notice of Public Review and Intent to Adopt a Mitigated Negative Declaration by the California State Lands Commission for the Low Energy Offshore Geophysical Permit Program Update.
 - US Department of the Interior – transmitting BLM update/newsletter about the Headwaters Forest Reserve.
 - California Association of Resource Conservation Districts (CARCD) – Newsletter and Annual Conference information.
 - UC Cooperative Extension 2012 Year in Review

Outgoing: None to report this month

8. HCRC D DIRECTOR'S REPORTS, REQUESTS, 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

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. SALT RIVER PROJECT UPDATE - STAFF

**11. SALT RIVER PROJECT CONTRACTING, CONSTRUCTION AND FUNDING
DISCUSSION – POTENTIAL ACTION**

12. NEW BUSINESS

- a) SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) – **ACTION**
SDRMA Board of Directors Election Ballot

BACKGROUND: THE RCD IS A MEMBER OF THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA). AS MEMBERS, THE RCD RECEIVES INSURANCE COVERAGE, INFORMATION AND ADVICE FROM SDRMA. SEVEN CANDIDATES ARE VYING FOR FOUR SEATS ON THE SDRMA BOARD. THE CANDIDATE'S STATEMENTS OF QUALIFICATIONS HAVE BEEN PROVIDED TO THE BOARD. THE BOARD MAY CHOOSE TO SELECT UP TO FOUR CANDIDATES ON THE OFFICIAL BALLOT OR MAY DECLINE TO TAKE ACTION.

13. NRCS DISTRICT CONSERVATIONIST REPORT

14. DISTRICT STAFF ACTIVITIES REPORTS and OTHER RCD PROJECT UPDATES

15. NEXT REGULAR MEETING: Thursday, September 12, 2013 at 8 a.m.

16. ADJOURNMENT

Humboldt
County



RESOURCE
CONSERVATION DISTRICT

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 September 12, 2013

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. **DISCUSSION AND APPROVAL OF BOARD MINUTES FOR August 8, 2013 – ACTION ***
5. **DISCUSSION AND APPROVAL OF GRAZING COMMITTEE MINUTES FOR August 8, 2013 – ACTION ***
6. **PUBLIC COMMENT PERIOD**
7. **DISTRICT CORRESPONDENCE** (Circulated at meeting)
Incoming:
 - Natural Resources Conservation Service - Cover letter for new NRCS vehicle use agreement and policy
 - California Special Districts Association (CSDA) – invitation for volunteers to serve on CSDA committees or “expert feedback teams”
 - Department of Water Resources – Notice of re-organization and upcoming assignment of new grant manager
 - California Department of Fish and Wildlife – Notice of CDFW intent to adopt new regulations regarding fee changes for 1600 permits and timber harvest agreements.
 - Del Norte Resource Conservation District – Agenda for August meeting and minutes
 - Northcoast Regional Land Trust – Invitation to annual celebration dinner and auction October 12 at River Lodge

Outgoing: None to report this month

8. HCRCD DIRECTOR'S REPORTS, REQUESTS, 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

9. 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**

10. NEW BUSINESS– **ACTION**

- a) Adopt and Approve Resolution #13-11 Mad River Weir Removal Project – Construction
BACKGROUND: Bids for this project are scheduled to be opened September 11 at 4pm. This Resolution authorizes the Executive Director to execute contract documents with the lowest responsible, responsive bidder and to implement the project in accordance to the permits, plans and specifications.
- b) NRCS Vehicle Agreement and Statement of Understanding for District employees who are approved to drive an NRCS Vehicle *
BACKGROUND: Operational Agreements between NRCS and the Humboldt County RCD (HCRCD) have outlined roles, responsibilities and expectations between NRCS and HCRCD. These Operational Agreements have also detailed the shared use of equipment and vehicles. Recently HCRCD received notice from NRCS about a new vehicle agreement template for sharing government vehicles with RCDs. The new agreement evolved out of a review of existing agreements which revealed a lack of consistency and guidance about vehicle use.

NRCS worked with the California Association of Resource Conservation Districts (CARCD) to craft the new agreement template and is asking each RCD to review the new policy and sign the new agreement and statement of understanding.

11. SALT RIVER PROJECT UPDATE - STAFF

12. SALT RIVER ECOSYSTEM RESTORATION PROJECT:

- a) Adopt and Approve Resolution #13-12 Salt River Phase 2 Vegetation Removal Project
ACTION
BACKGROUND: Bids for this project are scheduled to be opened September 13th at 3pm. This Resolution authorizes the Executive Director to execute contract documents with the lowest responsible, responsive bidder and to implement the project in accordance to the permits, plans and specifications.
- b) DISCUSSION – The Board may utilize this time to discuss topics related to various aspects of the Salt River Project.

13. NRCS DISTRICT CONSERVATIONIST REPORT

- 14. DISTRICT STAFF ACTIVITIES REPORTS and OTHER RCD PROJECT UPDATES**
- 15. NEXT REGULAR MEETING: Thursday, October 10, 2013 at 8 a.m.**
- 16. ADJOURNMENT**

Humboldt
County



RESOURCE
CONSERVATION DISTRICT

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.

Study Session
Thursday October 10, 2013
8:00 A.M.

Agriculture Center Auditorium - 5630 South Broadway - Eureka

In lieu of a regular Board meeting this month, the Humboldt County Resource Conservation District Board of Directors will hold a Study Session on phase 2 of the Salt River Ecosystem Restoration Project.



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 November 21, 2013

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. **DISTRICT CORRESPONDENCE** (Circulated at meeting)
Incoming:
 - National Association of Conservation Districts – Invitation for membership
 - California Association of Resource Conservation Districts – Quarterly newsletter
 - Natural Resources Conservation Service – Closing Letter for WQI Agreement # 65-9104-2-941**Outgoing:**
 - Riverside Community Services District – Letter requesting RCSD formally accept new section of waterline constructed by HCRCD as part of the Salt River Ecosystem Restoration Project
6. **DISCUSSION AND APPROVAL OF BOARD MINUTES FOR September 12, 2013 – ACTION ***
7. **HCRCD DIRECTOR’S REPORTS, REQUESTS, 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
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. NEW BUSINESS– ACTION

- a) Termination of all leases on California Department of Fish and Wildlife properties.

BACKGROUND: California Department of Fish and Wildlife (CDFW) has directed HCRCD not to re-new any of the existing leases for agricultural activities on CDFW-owned lands. To comply with this direction, the Board will take action to terminate the leases identified below effective December 31, 2013 and direct staff to notify each Lessee of this action, advising them to remove all livestock; any and all debris; and any and all equipment or other items belonging to the Lessee that may be present on the Wildlife Management Areas no later than December 31, 2013.

- a. Fay Slough: Grant Pedrotti, Lessee
- b. Mad River Slough: Domingo Santos, Lessee
- c. Eel River: Dennis Leonardi, Lessee
- d. Cock Robin Island: Dennis Leonardi, Lessee

- b) **Adopt and Approve Resolution #13-13** – Relinquish all claims and responsibility for new section of waterline to Riverside Community Services District

BACKGROUND: Humboldt County Resource Conservation District (HCRCD) and Riverside Community Services District (RCSD) entered into a Memorandum of Understanding to work cooperatively to re-locate a portion of waterline owned and operated by RCSD. The waterline conveys potable water and runs between meters located on Riverside Road to meters located on Camp Weott Road. The existing waterline crossed Riverside Ranch and needed to be moved to accommodate construction of Phase 1 of the Salt River Project.

RCSD took action at their April 10, 2013 meeting to abandon approximately 5110 feet of 2” PVC line that crosses Riverside Ranch. HCRCD contracted with Wahlund Construction to install, at no cost to the RCSD, approximately 6,350 of new 3” PVC line on two adjacent properties so that potable water could continue to be provided.

The work has been completed according to the plans and specifications which were reviewed and determined to meet the California Waterworks Standards by Craig M. Bunas, P.E. of the State of California Department of Public Health. The new line passed the required pressure test at the end of a second 30 day acceptance period. HCRCD also secured signed, notarized documents from the adjacent landowners where the new line was installed; providing an irrevocable easement ten feet in width for the purpose of installing and maintaining the buried waterline to the benefit of RCSD.

HCRCD staff attended the October meeting of the RCSD Board to provide the record drawings and related construction documents and asked the Board to 1) formally acknowledge that required pressure testing of the new line has been completed successfully; 2) accept ownership of the work and assume responsibility for all future operational and maintenance costs, and 3) execute certificates of acceptance allowing the maintenance easements to be recorded with the County. The RCSD Board voted to accept the easements but asked for additional time to review the record drawings and documentation and take action to accept the work at their November meeting.

The purpose of this resolution is to document completion of work undertaken in cooperation with RCSD and to record the decision of the HCRCB Board to abandon any and all claim or responsibility for the work completed and to formally transfer ownership and any and all responsibility for future operation and maintenance of the new section of waterline to Riverside Community Services District.

- c) Army Corps of Engineers' Request for the RCD to enter into a Feasibility Study Cost Share Agreement – **POTENTIAL ACTION**

BACKGROUND: For at least the past 10 years, perhaps longer, the RCD has engaged with the Army Corps of Engineers through its Ecosystem Restoration Program to conduct feasibility studies and provide technical assistance on the Salt River Project. During that time, work done by the Corps has been funded completely by the Federal government. Several months ago the RCD was contacted by the Corps with an offer to continue to assist with the Salt River Project. After talking through options for potential Corps involvement, the RCD and the Corps agreed to having the Corps contract with a local consulting firm (McBain and Trush) to develop a conceptual design plan for the trans-delta reach of Williams Creek.

We've recently been told that as a result of "sequestration" the Federal government will no longer pay the full costs of feasibility studies. For all current feasibility planning, the partner (RCD) will be asked to sign a Feasibility Cost Share Agreement. While signing the Feasibility Cost Share Agreement does not obligate the RCD to pay its share immediately, it does indicate that the RCD is intending to continue to work with the Corps toward project implementation. If the RCD actually were to enter into an agreement with the Corps to implement the project, the RCD would then be obligated to pay a share of the design and implementation costs incurred to date.

10. **SALT RIVER PROJECT UPDATE - STAFF**
11. **NRCS DISTRICT CONSERVATIONIST REPORT** - Jon Shultz, NRCS District Conservationist
12. **DISTRICT STAFF ACTIVITIES REPORTS and OTHER RCD PROJECT UPDATES - STAFF**
13. **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
14. **PERSONNEL** – Establish this year's guidelines for the Board's performance evaluation of the Executive Director.
15. **NEXT REGULAR MEETING: Thursday, December 12, 2013 at 8 a.m.**
16. **ADJOURNMENT**