

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 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