



**Headwaters Fund Special Board Meeting Agenda**  
**Topics Limited to Current Pending Grant/Loan Projects**  
**February 21<sup>st</sup>, 2020 – 12:00-3:00**  
**Prosperity Center, 520 E Street, Eureka**

*The Headwaters Fund invests in projects through grants and loans with the goal of helping the citizens of Humboldt County achieve increased economic opportunity, prosperity, and quality of life.*

Board Member Elizabeth Cameron will be attending remotely from:  
Muscle Shoals Public Library, 1918 Avalon Avenue, Muscle Shoals, AL 35661

1. Opening (12:00)
  - a. Approval of minutes from February 7, 2020 - (12:00) - (Attachment 1)
  - b. Public comment on non-agenda items
  - c. Report out on meetings attended
  
2. Amend minutes from December 10<sup>th</sup> meeting, Item 3 (12:15) – (Attachment 2)
  - a. Discussion
  - b. Public Comment
  - c. Action
  
3. Review and vote on Loleta Community Service District Mini-grant request (12:25) – (Attachment 3)
  - a. Discussion
  - b. Public Comment
  - c. Action
  
4. Discuss alternative funding opportunities through CIF/RLF Loan/Grant opportunities for competitive grant applicants (12:40)
  - a. Discussion
  - b. Public Comment
  
5. Final Board Review and Selection of Competitive Grant Application Awards - (12:50) – (Attachment 4)
  - a. Discussion
  - b. Public Comment
  - c. Action
  
6. Set next meeting date - (2:45)
  - a. Discussion
  - b. Public Comment
  - c. Action

7. Staff and Board updates – (2:50)
  - a. Discussion
  - b. Public Comment
  
8. Adjourn

Next Meeting: To Be Determined-Currently Scheduled for March 10, 2020

**AGENDA DETAIL**

**AGENDA ITEM 2**

**DISCUSSION**

The motion by Bruce Rupp on the Greater Eureka Chamber mini grant request was to provide funding contingent upon funding being required and on a last in basis following the chambers reporting final enrollment, revenues, and costs for the project.

Action: Approve

**AGENDA ITEM 3**

**DISCUSSION**

Loleta Community Service District (CSD) has come to the Headwaters Board with a time sensitive request for funding via a mini-grant request for \$5,000. Loleta CSD is requesting funding to purchase and install important equipment to provide ongoing water distribution to the people of Loleta in the event of a public safety power shutoff event or other power outage. Loleta portion of funding is contingent upon Loleta CSD Board approval at meeting on February 20<sup>th</sup>.

Action: Approve or Deny Request

**AGENDA ITEM 4**

**DISCUSSION**

Headwaters Board is to discuss the option of utilizing the Community Investment Fund (CIF) or Revolving Loan Fund (RLF) to provide funding for competitive grant applicants whose projects may meet the criteria for grants/loans through the CIF/RLF programs.

**AGENDA ITEM 5**

**DISCUSSION**

Headwaters Board is to review the relative scoring of the 6 grant applications that came in through the competitive grant round for FY19-20.

Grant Applicants:

- City of Blue Lake
- Hoopa Valley Tribe
- Humboldt Bay Harbor Conservation and Recreation District
- Humboldt NeuroHealth
- Del Norte/Humboldt Film Commission
- Westside Community Improvement Association

At the February 7<sup>th</sup> HWF meeting, HWFB members were present to receive presentations on the projects and to ask questions of the applicants. Following the meeting, HWFB members submitted score cards along with recommended

award amounts to staff. Staff tabulated the results based on weighting the ranks of the projects. Board members will determine final rank positions following updates by staff and applicants, discuss the projects in order of ranking position, and determine award recommendations to the Board of Supervisors.

Action: Determine Grant Award Amounts for Recommendation to Board of Supervisors or deny grant request(s)

<b>AGENDA ITEM 6</b>
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**DISCUSSION**

Board to determine if the Regularly Scheduled Meeting for March 10, 2020 is to be canceled.

Action: Approve

Loleta Community Service District  
358 Main Street  
P.O. BOX 236 Loleta CA, 95551

February 16<sup>th</sup> ,2020

Dear Headwaters Fund Board Members,

Loleta Community Services is in a severely disadvantage community located 20 miles South of Eureka, CA. With a residential population of 768, full functioning volunteer fire station, and a variety of small businesses, the District would greatly appreciate Headwaters Fund Board approving this grant request. This essential emergency generator system is in urgent need; supplying the residents, businesses, and fire department with sufficient storage of potable water in the time of PGE power outages. We expect blackouts may occur regularly during the summer months.

The District currently utilizes a 70-year-old redwood wood storage tank, that is in very poor condition (I.E. leaking at 15,000 gallons per day and can only be filled  $\frac{3}{4}$  full). The District is in the process of replacing the tank in the next two years. This leaves us vulnerable to the new reality of PSPS events and regular power outages.

The blackout that occurred midnight October 26<sup>th</sup> lasting approximately three days. Operations staff searched two Days for a generator. The storage reservoir running low, the operations staff was able to borrow and electrically install the generator from a nearby facility temporarily. It was necessary for operations staff to operate the well manually in order not to over fill water storage.

The proposed generator system includes a transfer switch; once transfer is made, the system can automate from the treatment facility. The District can continuously supply water to its residents; keep the District from notifying residents to boil water. The District is in the process of obtaining a building permit for this project. Once funds are allocated to the district, we will be ready to proceed purchasing the projects components as soon as possible. Our Generator supplier located this, low hour used generator, and is limited availability.

The district is requesting \$5,000 from the Headwaters mini-grant fund with \$9943.26 provided as cash match by Loleta CSD. Please be advised, these monies will only be available contingent upon the Loleta CSD board approval April 20, 2020.

Pad: \$891.75; 25kw Generator \$9189.38; Soft start \$3542.89; 2000-watt generator \$1139.24; Permit \$180.00  
Total \$ 14943.26

Head Waters Grant \$5000

Monies paid by the District from their General Fund for this project. \$9,943.26.

Thank you for your time and consideration in this urgent request.

Sincerely,

David Rodrigues  
Loleta CSD  
Chief Facility Operator

**Headwaters Mini-Grant Budget**

Project Expense Item	Total Cost	Amount		
		Requested Amount from HWF	Requested Amount from Matching Funds	Source Matching
25 KW generator	9,189.38			
Soft Start	3,542.89			
2000 Watt generator	1,139.24			
Pbuilding Permit	180.00			
Concrete Pad	891.75			
<b>Total Cost</b>	<b>14,943.26</b>	<b>5,000.00</b>	<b>8,934.63</b>	<b>Loleta CSD; Cash- General Fund</b>
Mini-Grant Percentage of total project:			33.46%	

**Fox Ag LLC**  
**6823 State Hwy 36**  
**Carlotta CA 95528**

# Estimate

Ph: 707-312-3881

DATE	Estimate #
2/3/2020	187983

**Name / Address**

Lolletta Community  
 Loletta CA

**Account #**

Description	Qty	Cost	Total
1, 4'x8'x4" concrete pad with rebar and labor	1	480.00	480.00T
Generator electrical hook up, conduit, wire, and labor	1	340.00	340.00T
		<b>Subtotal</b>	\$820.00
		<b>Sales Tax (8.75%)</b>	\$71.75
		<b>Total</b>	<b>\$891.75</b>

**Fox Ag LLC**  
**6823 State Hwy 36**  
**Carlotta CA 95528**

# Estimate

Ph: 707-312-3881

DATE	Estimate #
2/3/2020	187982

**Name / Address**

Lolletta Community  
 Loletta CA

**Account #**

Description	Qty	Cost	Total
2013 Kohler 25KW used genset, 23 hrs., LP fuel with enclosure, FOB Carlotta	1	8,450.00	8,450.00T

	<b>Subtotal</b>	\$8,450.00
	<b>Sales Tax (8.75%)</b>	\$739.38
	<b>Total</b>	<b>\$9,189.38</b>



# NORTHCOAST PUMPHOUSE

1400 Main St. Suite #3  
Ferndale, CA 95536  
707-786-4281

# Estimate

Date	Estimate #
11/18/2019	1034

Name / Address
LOLETA CSD PO BOX 236 LOLETA CA 95551

			Project
Description	Qty	Rate	Total
INSTALL TRANSFER SWITCH AND SOFT START CONTROL FOR WELL PUMP	1	3,542.89	3,542.89
200 AMP 3PH NEMA 3R TRANSFER SWITCH		\$886.00	
SOFT START FOR 15HP 230V 3PH		\$1406.89	
LABOR FOR INSTALL		\$1250.00	
DOES NOT INCLUDE CONNECTORS TO WIRE TO GENERATOR			
Thank you for your business!		<b>Subtotal</b>	\$3,542.89
		<b>Sales Tax (7.75%)</b>	\$0.00
		<b>Total</b>	\$3,542.89



**REPRINTED**  
**Scotty's Cutters Edge**  
754 12th Street  
Fortuna, CA 95540  
(707) 725-1189  
(707)725-1743 fax

Description 1	Description 2	Type	Qty	Price	Disc %	Ext Price	Tax
eu2200i	2200 honda generator		1	\$1,049.99		\$1,049.99	T
						Subtotal:	\$1,049.99
						Local Sales Tax	8.5 % Tax: + \$89.25
						<b>RECEIPT TOTAL:</b>	<b>\$1,139.24</b>

Loleta Community Service District Quote

Thanks for shopping with us!

HELD

	City of Blue Lake	REEL	Hoopa Valley Tribe	HBHRCD	Humboldt NeuroHealth	WCIA
Carl Hansen	2	4	5	1	3	6
Chuck Ellsworth	2	5	3	6	4	1
Jenna Catsos	5	6	3	4	2	1
Bruce Rupp	4	3	1	6	5	2
Greg Seiler	6	5	4	2	3	1
Dianna Rios	5	3	1	4	2	6
Elizabeth Cameron	4	5	1	2	6	3

Rankings	City of Blue Lake	REEL	Hoopa Valley Tribe	HBHRCD	Humboldt NeuroHealth	WCIA
1	0	0	3	1	0	3
2	2	0	0	2	2	1
3	0	2	2	0	2	1
4	2	1	1	2	1	0
5	2	3	1	0	1	0
6	1	1	0	2	1	2

Rankings	1	2	3	4	5	6
City of Blue Lake	0	2	0	2	2	1
REEL	0	0	2	1	3	1
Hoopa Valley Tribe	3	0	2	1	1	0
HBHRCD	1	2	0	2	0	2
Humboldt NeuroHealth	0	2	2	1	1	1
WCIA	3	1	1	0	0	2

<b>Weights</b>	6	5	4	3	2	1
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	Total	Rank
City of Blue Lake	21	5
REEL	18	6
Hoopa Valley Tribe	31	1
HBHRCD	24	3
Humboldt NeuroHealth	24	3
WCIA	29	2

Weighted Scores by Individual Rank Order

