

Headwaters Fund Board Meeting Minutes
March 12, 2019 – 12:15-2:45 p.m.
Prosperity Center, 520 E Street, Eureka

MEMBERS PRESENT: Elizabeth Cameron (present via conference call – did not vote on action items), Chuck Ellsworth, Carl Hansen, Dianna Rios, Bruce Rupp, Greg Seiler

MEMBERS ABSENT: None

OTHERS PRESENT: Gregg Foster, Rob Holmlund, Lane Millar, Larry Oetker, Scott Adair, Debbie Damiano

Item #	Action	Pass/Fail
1	Approve February 19, 2019 minutes with corrections	Pass
5	Approve grant fund process and timeline	Pass

1. Opening

Chair Chuck Ellsworth called the meeting to order at 12:16p.m. A quorum was present. Introductions were made around the room.

It was moved by Greg Seiler and seconded by Bruce Rupp to approve the February 19, 2019 minutes with the following corrections:

- In the members report out on events attended section, it should be added that several members attended the Prosperity Network Forum hosted by Humboldt County Economic Development.
- Carl Hansen should be listed as abstaining on the first motion of agenda item #3.
- In the public comment section, it should be noted there was a request by Chuck Ellsworth to add the mariculture prepermitting project to the April agenda for review of the project and analysis of objectives.

Motion carried with Dianna Rios abstaining.

Chair called for public comment on non-agenda items. There were no public comments.

Members reported out on meetings attended as follows:

- Chuck Ellsworth attended a chamber meeting
- Dianna Rios made announcements about the open grant round at rotary and chamber meetings.
- Greg Seiler and Scott Adair gave a presentation about Headwaters at the Eureka Rotary.

2. Presentation by Rob Holmlund on City of Eureka Economic Development Plan

Rob Holmlund, Eureka Community Development Director, provided information on the following:

- The city is working with the Greater Eureka Chamber of Commerce on their plans to relocate closer to the downtown area and start a small business incubator at their new site. It's believed the Chamber will be submitting a grant application to Headwaters and the city is hoping the board will be supportive of funding that project.
- Plans are moving forward on redeveloping the commercial waterfront area. Community concept meetings resulted in various options. Rob requested feedback from board members on if this project would be something the board would consider funding. It was the consensus of the board that an application would certainly be considered, and it was also suggested the city may want to consider a loan through the Community Investment Fund.

[City of Eureka Presentation](#)

3. Southern Humboldt Community Healthcare District

Gregg Foster from Redwood Region Economic Development Commission (RREDC) stated the loan had previously been delayed, but the payment was made today. Headwaters participation on this loan was originally \$800,000 (with \$500k coming from the Community Investment Fund and \$300k from the Revolving Loan Fund). RREDC will now only be requesting the \$500,000 from the Community Investment Fund. It's anticipated the payback will occur within four months.

4. Fly Humboldt Adding Denver Flights and Minimum Revenue Guarantee (MRG)

Gregg Foster reported the following:

- Traffic for the LA flights has been up and down throughout the quarters, but overall traffic has increased. The county receives \$4.29 for each passenger, and that money is used as match for airport improvement projects.
- Only \$9,000 has been spent from the MRG for the LA flights. The agreement for the MRG ends on June 6, 2019. Unused MRG funds will be returned to Headwaters.
- The MRG for the Denver flight will mostly be coming from a Federal grant.
- Gregg attended the Denver Travel and Adventure show in February and met with airport representatives. They offered \$250,000 for marketing the new direct flight; however, if ridership doesn't remain consistent it would have to be paid back.
- The first Denver incoming flight will arrive here the evening of June 6, 2019.

5. Proposed Grant Fund Process and Timeline

Staff went over the proposed timeline, which includes a request to reschedule the April 9, 2019 meeting to a later date to allow ample time for staff to do the initial screening of grant applications. Staff will send a Doodle Poll to set the new meeting date in

April. It was moved by Dianna Rios and seconded by Bruce Rupp to approve the proposed process and timeline. Motion passed unanimously.

6. Board Discussion and Direction to Staff Regarding Ethics Training

Staff will provide members with a list of internet training resources. It was also suggested looking into having a local contractor provide training specific to the Brown Act.

7. Staff and Board Updates

Staff reported the following:

- At February's meeting, Scott Adair reported he is working on budgeting for and hiring new staff. He requested the board advise him of their staffing needs, including function, duties, and roles. Staff provided copies of the Charter and all manuals with portions related to staffing highlighted. It was the consensus of the board to schedule a special meeting to evaluate the path forward and determine a core mission and staffing requirements.
- Two mini-grants were recently awarded. One to RREDC for Gregg Foster to attend the Denver Travel and Adventure show to promote the new direct Denver flight. The second grant went to Six Rivers Running Club to promote the Foggy Bottoms Mile Run.

8. Adjourn

Chair Ellsworth adjourned the meeting at 2:30p.m.

Next Meeting: April 15, 2019 – 1:00-4:00p.m.