



Headwaters Fund Board (HWFB) Meeting Minutes

October 11, 2022 – 1:30pm

825 5th St, Eureka, CA 95501

Conference Room B

*Public Attendance also available through Zoom

Board members Present: Michael Fields, Elizabeth Cameron, Jenna Catsos, Tammy Brown

Board members absent: Carl Hansen (Participated in discussions on items but was not counted towards quorum or able to virtual due to lack of inability to make location publicly accessible and post notice 72 hours in advance)

Staff Present: Scott Adair, Ryan Heitz, Logan Ashworth

Others in attendance: Larry Oetcker, Christy Prescott, Ho Yi Wan, Brett Vivvian

1. Opening

a. Modification to agenda

- Staff notified board of changes needed to be made to the agenda. Change in the minutes date and a special meeting the following Thursday.

b. Approval of minutes from August 30, 2022 - (Attachment 1)

- It was moved by Tammy Brown seconded by Michael Fields to approve minutes with correction to duplication of second.
- Motion passed with one abstention (Cameron).

c. Public comment on non-agenda items

- Public comment was provided with accessibility feedback.

d. Report out on meetings attended

- Tammy Brown sat in the Economic Development Summit and women for wellness as promotion for Providence St Joe's.
- Elizabeth Cameron notified the Board of a meeting among new hires to feel welcome in the city.

2. Headwaters Fund Board to receive report on Offshore Wind Project - (Attachment 2)

a. Discussion

- Director of Economic Development with the County of Humboldt along with Larry Oetcker, Director of the Humboldt Bay Harbor Conservation and Recreation District, presented on the status and future goals of the Offshore Wind Project.

b. Public Comment

- No public comment was provided.

3. Treasurer Tax Collector to report out on Headwaters Fund Interest apportionment update timelines and field questions from the HWF Board related to the investment and management of Headwaters Fund monies.

a. Discussion

- Interim County of Humboldt Treasurer Tax-Collector, Amy Christensen, spoke with the Board to answer outstanding questions Board members may have regarding the investment and management of the Headwaters Fund.
- b. Public Comment
 - No public comment was provided.
4. Headwaters Fund Board to receive Mini Grant request from the Samoa Peninsula Community Service District (CSD) for work on the Samoa Peninsula Wastewater Project and make an award determination - (Attachment 3)
 - a. Discussion
 - Michael Fields moved to accept the Mini Grant request for work on the Samoa Peninsula Wastewater Project with the award amount of \$5,000. Tammy Brown seconded
 - b. Public Comment
 - No public comment was provided.
 - c. Action
 - Motion passed unanimously.
 5. Headwaters Fund Board to receive Mini Grant request from Cal Poly Humboldt for work on the "Conservation Modelling for California Forest Wildland Restoration for Social, Economic and Environmental Sustainability" and make an award determination – (Attachment 4)
 - a. Discussion
 - Elizabeth Cameron moved to accept the Mini Grant request to fund work on the "Conservation Modelling for California Forest Wildland Restoration for Social, Economic and Environmental Sustainability" at the award amount of \$5,000. Motion was seconded by Michael Fields.
 - b. Public Comment
 - No public comment was provided.
 - c. Action
 - Motion passed unanimously.
 6. Headwaters Board to consider staff proposal for creating an open Request for Proposals (RFP) for new Revolving Loan Fund lenders, direct staff in the form and function of the RFP, and direct staff to bring the RFP to the Board of Supervisors for approval – (Attachment 5)
 - a. Discussion
 - Staff presented this item to not have an action, but to begin the discussion of this item prior to action later. The board held discussion with staff over the intent and options related to this agenda item. Board members provided feedback on the steps to streamline the process of the RFP and getting in agreement with the County.
 - b. Public Comment
 - No public comment was provided.
 7. Headwaters Board to consider directing staff to draft a resolution, in line with the provisions of CA Government Code 54950 et seq and CA Assembly Bill 361, supporting hybrid/remote meeting in the face of the continued state of emergency because of Covid-19
 - a. Discussion
 - Michael Fields moved to direct staff to draft a resolution supporting hybrid/remote

meeting options in the face of the continued state of emergency because of Covid-19. Motion was seconded by Tammy Brown.

b. Public Comment

- No public comment was provided.

c. Action

- Action passed unanimously.

8. Headwaters Fund staff to provide report on activities to date related to our internal review of past administrative expenses, discuss next steps, and direct staff to work with the County Financial Officer, Treasurer Tax Collector, and Auditor Controller to correct past errors, establish best practices moving forwards, and to identify a secure source of revenue for future Headwaters Fund administration expenses.

a. Discussion

- Elizabeth Cameron moved to accept staff report on the activities to date related to the internal review of Fund's finances and directed staff to work with the County's Financial Officer, Treasurer Tax Collector, and Auditor Controller. Motion seconded by Michael Fields

b. Public Comment

- No public comment was provided.

c. Action

- Motion passed unanimously.

9. Headwaters board to discuss cross board/committee collaboration between Humboldt based public boards and committees as it relates to economic and workforce development.

a. Discussion

- Staff discussed options with the Board on ways in which the Headwaters Fund Board can support cross board/committee collaboration within the community.

b. Public Comment

- No public comment was provided.

10. Staff and Board updates

a. Discussion

- Staff provided updates on connection opportunities with the Hoopa Tribe on a series of economic development initiatives along with other CDFI's, updates regarding Tribal resolutions to engage with the Economic Development division, and staff schedules.
- Board requested future agenda items to speak with the Blue Lake Rancheria and their economic development opportunities. Future engagement with the current active ad hoc committees.

b. Public Comment

- No public comment was provided.

11. Adjourn

a. Meeting adjourned at 4:05 PM.

Next Meeting: November 8th, 2022