



**Headwaters Fund Board (HWFB) Meeting Minutes
November 29, 2022 – 1:30pm
825 5th St, Eureka, CA 95501
Conference Room B**

*Public Attendance also available through Zoom

Board in Attendance: Jenna Catsos (Chair), Carl Hansen, Tammy Brown, Brian Papstein, Elizabeth Cameron, Walt Geist.

Staff in Attendance: Scott Adair, Ryan Heitz, Logan Ashworth

1. Opening

- a. Modification to agenda: Introduction to two new Board members
- b. Approval of minutes from October 13, 2022 - (Attachment 1)
 - Minutes approved with board-suggested edits as moved by board member Brown and seconded by board member Cameron.
 - Motion passed unanimously with two abstentions.
- c. Public comment on non-agenda items
 - No public comment was provided.
- d. Report out on meetings attended
 - No board members reported on any meetings attended.

2. Headwaters Fund Board to receive AEDC Quarterly Report from Loan Officer (Attachment 2)

- a. Discussion
 - Board member Geist entered the meeting at the beginning of the Loan Officer's report.
 - Board member Cameron moved to accept the AEDC Quarterly Report. Board member Hansen seconded the motion.
- b. Public Comment
 - No public comment was provided.
- c. Action
 - Motion passed unanimously.

3. Headwaters Fund Board to receive RREDC Quarterly Report from their Executive Director (Attachment 3)
 - a. Discussion
 - Board member Hansen moved to accept the RREDC Quarterly Report which was seconded by board member Brown.
 - b. Public Comment
 - No public comment was provided.
 - c. Action
 - Motion passed unanimously.

4. Headwaters Fund Board to receive Mini Grant request from Life Plan Humboldt for surveys required for development of a life plan community and make an award determination - (Attachment 4)
 - a. Discussion
 - Board member Hansen moved to accept Life Plan Humboldt's Mini Grant request for the amount of five thousand dollars (\$5,000) and authorize staff to enter an agreement pending County Counsel and Risk Management's review. The motion was seconded by Board member Papstein.
 - b. Public Comment
 - No public comment was provided.
 - c. Action
 - Motion passed unanimously.

5. Headwaters Fund Board to receive Mini Grant request from Redwood Coast Energy Authority to support trainings related to Electric Vehicle Chargers- (Attachment 5)
 - a. Discussion
 - Board member Hansen moved to accept the Redwood Coast Energy Authority's Mini Grant request for the amount of two thousand and five hundred (\$2,500) restricting the request to marketing, advertising, and the balance remaining for staff as well as authorizing staff to enter an agreement pending County Counsel and Risk Management's review. The motion was seconded by Board member Papstein.
 - b. Public Comment
 - Public comment was not provided.
 - c. Action
 - Motion passed unanimously.

6. Headwaters Fund Board to discuss and recommend reappointment of Michael Fields for a 3-year term
 - a. Discussion
 - Board member Cameron moved to recommend Michael Fields for a three-year term on the Headwaters Fund Board. The motion was

seconded by board member Hansen.

- b. Public Comment
 - No public comment was provided.
 - c. Action
 - Motion passed unanimously.
7. Headwaters Fund Admin Item – (Attachment 6)
- a. Discussion
 - Board member Hansen moved to allow administrative expenses for FY19-20 to FY21-22 hitting the EDA Set Aside incurring a negative fund balance as well as working with County Staff and Lenders to modify Rotating Loan Fund reporting requirements. Hansen also directed staff to explore alternative public fund models and for Staff to facilitate a discussion regarding a consultant’s scope of work at the next (January) meeting. Board member Geis seconded the motion.
 - b. Public Comment
 - No public comment was provided.
 - c. Action
 - Motion passed unanimously.
8. Staff and Board updates
- a. Discussion
 - The Comprehensive Economic Development Strategy roadshow is complete with further data collection occurring in the new year.
 - Staff engaged with the Blue Lake Rancheria energy incubator as well as connecting Hoopa with the local Small Business Development Corporation to have their Community Development Financial Institute status established again.
 - b. Public Comment
 - No public comment was provided.
9. Meeting adjourned 4:04 PM.

Next Meeting: January 10, 2023