



# COUNTY OF HUMBOLDT

## COUNTY ADMINISTRATIVE OFFICE

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**Via U.S.P.S. and e-mail (julie@visitredwoods.com )**

August 25, 2022

Humboldt County Visitors Bureau  
422 First Street  
Eureka, California 95501

Dear Humboldt County Visitors Bureau.

The County of Humboldt requests that the Humboldt County Visitors Bureau (“HCVB”) pause activities related to the Map and Guide and that it not send said document for printing until the County and other marketing contractors, departments, stakeholders, officials, and community agencies have been given an adequate opportunity to collaborate and provide feedback, as required by Section 4(E) of the Agreement between Humboldt County and HCVB as amended on August 11, 2021.

In reviewing the County’s records, it also appears as though an “annual report” is due to the Humboldt County Board of Supervisors (“Board”) pursuant to Section 8 of HCVB’s Agreement. The Board will be meeting on October 4<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> of this year. Please contact Scott Adair, Director of the Economic Development division of my office on or before Friday, September 16, 2022, to advise the County which of those Tuesdays in October works best for HCVB to present the required annual report. The County will agendize a date that works best for HCVB.

No less than 10 days in advance of your report please remit to my office any and all fiscal and accounting reports, audits, statements, or documents as required under the Agreement and for those periods dating back to the beginning of the term of the most recent addendum or renewal to the original Agreement.

Sincerely,

Elishia Hayes  
Humboldt County Administrative Officer

cc: Scott Adair, Director, Economic Development