



Headwaters Fund Board Meeting Agenda

March 9, 2021 – 1:30-4:00

Remote Zoom Meeting

In accordance with Gov. Newsom's Executive Order N-29-20 (March 17th, 2020), all Headwaters Fund Meetings will be held virtually until further notice.

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.

Meeting Connection Details

When: Mar 9, 2021 01:30 PM Pacific Time (US and Canada)

Currently scheduled regular meetings

Mar 9, 2021 01:30 PM

Apr 13, 2021 01:30 PM

May 11, 2021 01:30 PM

Jun 8, 2021 01:30 PM

Jul 13, 2021 01:30 PM

Aug 10, 2021 01:30 PM

Sep 14, 2021 01:30 PM

Oct 12, 2021 01:30 PM

Nov 9, 2021 01:30 PM

Dec 14, 2021 01:30 PM

Jan 11, 2022 01:30 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly: https://us02web.zoom.us/webinar/tZYsc-mqrjMoGd1xjZCPmqoF3_qgKdw-W8nl/ics?icsToken=98tyKuGqrz8qGNSdshqORpwQBY-gc-rziFxBjacMhBXfIBBecwzQZd1TNZI7B5Xn

Topic: Headwaters Fund Board Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82140208239>

Or iPhone one-tap :

US: +16699009128,,82140208239# or +13462487799,,82140208239#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 821 4020 8239

International numbers available: <https://us02web.zoom.us/j/82140208239>

1. Opening (1:30)

- a. Board Chair calls meeting to order
 - b. Roll Call of Board-including location where they are located (staff)
 - c. Approval of minutes from February 9th, 2021 Meeting - (1:30) - (Attachment 1)
 - d. Approval of minutes from March 2nd, 2021 Special Meeting – (1:35) – (Attachment 2)
 - e. Public comment on non-agenda items
 - f. Report out on meetings attended
2. Headwaters Fund Board (HWFB) to review and discuss staff proposed spending plan for fiscal year 2021-2022 – (1:40)
 - a. Discussion
 - b. Public Comment
 3. Staff and Board updates - (3:50)
 4. Adjourn

Next Meeting - April 13th, 2021

AGENDA DETAIL

AGENDA ITEM 2

DISCUSSION

Staff will provide the HWFB with a potential spending plan for the Fiscal Year of July 1st, 2021 through June 30th, 2022. This spending plan is based on the previous year's revenues from interest earnings on the Headwaters Fund. The board will review and deliberate upon the suggested spending plan and make recommendations for changes to staff. The spending plan will be formally presented on the April 13th, 2021 meeting for final review and approval.

In accordance with Executive Order N-29-20 the Humboldt County Headwaters Fund Board meetings will be held virtually until further notice.

Email Public Comment: To submit public comment to the Humboldt County Headwaters Fund Board please email gohumco@co.humboldt.ca.us, provide your name and the agenda item number(s) on which you wish to comment. All public comment submitted after the agenda has been published will be included with the administrative record after the fact.

Zoom Public Comment: When it is time for public comment on the item you wish to speak on, the Humboldt County Headwaters Fund Board Chair will ask for public comment. You may virtually raise your hand using the raise hand function on Zoom and staff will unmute your phone. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

Phone Public Comment: You may call into the meeting by dialing +1 669 900 9128 and entering using meeting ID 821 4020 8239. When it is time for public comment on the item you wish to speak on, the Humboldt County Headwaters Fund Board Chair will ask for public comment. Staff will unmute phone lines and you may introduce yourself and express your desire to speak. Staff will then ask you to state your name and begin your comment. You will have 3 minutes to comment.

The County of Humboldt is committed to providing equal access to all county programs, services and activities through the provision of accommodations for individuals with disabilities as required under the Americans with Disabilities Act (ADA). With 72 hours prior notice, a request for reasonable accommodation or modification can be made. Please contact the CAO's office of Economic Development at 707-445-7745 or by email gohumco@co.humboldt.ca.us or the ADA Coordinator at 844-365-0352 or by email at ada@co.humboldt.ca.us

Headwaters Fund Board Meeting Minutes
February 9th, 2021 1:30 pm – 4:00 pm
Held Remotely via Zoom Web Conferencing

COMMITTEE MEMBERS ATTENDANCE:

- Bruce Rupp – Eureka, Chair – present
- Carl Hansen – Ferndale – present
- Jenna Catsos - Eureka – present
- Dianna Rios – Fortuna – present
- Chuck Ellsworth – Eureka – present
- Michael Fields – Blue Lake – present
- Elizabeth Cameron - Eureka - present

STAFF: Kenny Spain, Ryan Heitz, Chris Plocher, and Scott Adair (present for first 30 minutes)

OTHERS IN ATTENDANCE: Jennifer Brown, Bill Evans, Larissa Krause, Charles Caldwell, Chelsea Brown, Kent Scown, Janet Ruprecht, Samantha Day, Larry Oetker, Cassandra Hesselstine, Nate Adams

All Board Members and Staff attended remotely in accordance with Gov. Newsom's Executive Order N-29-20 (March 17th, 2020).

Item #	Action	Pass/Fail
1	01-19-2021 meeting minutes to be corrected in several areas and then brought back to the March 2 nd Board meeting for approval	On Hold, Review at next meeting
2	All six competitive grant applications presented were approved by the HWF Board to move forward to the scoring process	Pass

1. Opening

Bruce Rupp called the meeting to order at 1:35 PM. A quorum was present.

- a. Roll call, including member location. Board members stated their name and where they were located.
- b. Approval of 1-19-2021 meeting minutes.

Michael Fields moved, and Elizabeth Cameron seconded the motion to accept the January 19th, 2021 minutes as presented.

Elizabeth Cameron noted a correction on p. 6 of the packet, no motion was made on cold storage, just a recommendation. Also, p. 8 of packet, correct spelling of Alanna Powell's name. Board Chair Rupp noted there was not an action item on the agenda.

Carl Hansen noted correction, on first page of minutes, his location was Ferndale not El Dorado Hills. Also, depending on which version, there might be some correction to meeting dates.

Chair Rupp suggested staff clean up the minutes and bring them back to the board on the March 2nd meeting due to several areas needing to be corrected, Board members agreed and the motion was tabled for review at the March 2nd meeting.

- c. No public comment on non-agenda items.
- d. Ryan Heitz provided instructions on process and timing to grant applicants in attendance that will be presenting their grant application to the Board:
 - Five minutes allotted for each presenter followed by Q/A session.

Prior to the presentation, Chair Rupp requested staff person Ryan Heitz present an overview of the process, including how presentations would be limited to 5 minutes and Q&A from the board to 15 minutes per applicant.

Ryan noted that if board members had questions that are not answered today, they can reach out to staff who will then work with applicants to provide answers. Responses will then be sent to all board members.

Chair Rupp explained that this would all take place prior to the board deciding which applications would be approved for funding at the next meeting. The Chair suggested acting on each application at the end of all presentations, the board concurred.

2. Competitive Grant Applicant Presentation from Humboldt NeuroHealth Therapeutic Services and Question and Answer (Q/A) by the HWF Board (HWFB) (Attachment 2)

Discussion

- Presentation by Jennifer Brown, Director of Humboldt NeuroHealth Therapeutic Services, and Staff Members Bill Evans and Larissa Krause.
- Project involves expanding service capacity at Humboldt NeuroHealth with a new purchased space.

Public Comment

- None.

Action

- Prior to taking action, the board decided to reverse its earlier decision to wait to take action on each application at the end of all presentations.
- Jenna Catsos then moved, seconded by Michael Fields, to accept the application for placement on the March 2nd scoring process. Motion carried unanimously.

3. Competitive Grant Applicant Presentation from Humboldt Skatepark Collective and Q/A by the HWFB (Attachment 3)

Discussion

- Presentation by Charles Caldwell, Director of McKinleyville Skatepark Project.
- Project involves building new McKinleyville Community Skatepark for outdoor skateboarding.

Public Comment

- None.

Action

- Carl Hansen moved, seconded by Chuck Ellsworth, to accept the application for placement on the March 2nd scoring process. Motion carried unanimously.

4. Competitive Grant Applicant Presentation from Southern Humboldt Community Healthcare Foundation and Q/A by the HWFB (Attachment 4)

Discussion

- Presentation by Chelsea Brown, Director of Southern Humboldt Community Healthcare Foundation and Kent Scown, Chief Operations Officer.
- Project involves building new hospital in Garberville area to replace existing hospital which requires cost-prohibitive seismic modifications.

Public Comment

- None.

Action

- Jenna Catsos moved, seconded by Elizabeth Cameron, to accept the application for placement on the March 2nd scoring process. Motion carried unanimously.

5. Competitive Grant Applicant Presentation from Humboldt Senior Resource Center and Q/A by HWFB (Attachment 5)

Discussion

- Presentation by Samantha Day with Humboldt Senior Resource Center.
- Project involves new behavioral health service program for seniors.

Public Comment

- None.

Action

- Chuck Ellsworth moved, seconded by Michael Fields, to accept the application for placement on the March 2nd scoring process. Motion carried unanimously.

6. Competitive Grant Applicant Presentation from Humboldt Bay Harbor, Recreation & Conservation District and Q/A by the HWFB (Attachment 6)

Discussion

- Presentation by Larry Oetker, Director of Humboldt Bay Harbor District.
- Project involves Redwood Marine Terminal predevelopment of a new multipurpose dock to primarily support the proposed west coast offshore wind project.
- It was noted by Vice Chair Cameron that in prior HWFB public meetings there was concern about entertaining a grant from the Harbor District until the HWFB heard more about the Harbor District's relationship with the Humboldt Fishermen's Marketing Association.

Public Comment

- None.

Action

- Carl Hansen moved, seconded by Dianna Rios, to accept the application for placement on the March 2nd scoring process. Motion carried unanimously.

7. Competitive Grant Applicant Presentation from Redwood Region Entertainment and Education Liaisons, Inc., dba Humboldt Del-Norte Film Commission and Q/A by the HWFB (Attachment 7)

Discussion

- Presentation by Cassandra Hesseltine with the Humboldt Del-Norte Film Commission.
- Project involves providing a Familiarity (FAM) Tour to market our area to outside prospects.

Public Comment

- None.

Action

- Carl Hansen moved, seconded by Michael Fields, to accept the application for placement on the March 2nd scoring process. Motion carried unanimously.

8. Staff and Board updates

- Kenny Spain provided update on Paycheck Protection Plan (PPP) loans. An additional \$526,678 have been issued by AEDC to provide PPP loans. Approximately \$460,000 have been received back in payments from current PPP lending.
- At March 2nd special meeting, the Board will meet to score and deliberate the competitive grant applications.
- Alana Powell, with Humboldt Made, will be invited to present to the Board at either the March 9th regular meeting or the next one in April. Kenny Spain will attend the April meeting.
- Economic Development staff will be working on another mini-grant round. In preparation for this, HWF Board will be hearing educational presentations on several topics, including cold storage.
- Ryan Heitz will send out to Board members the spreadsheets for scoring and instructional narrative. If any questions, reach out to staff by Feb. 16th and submit scores to staff by Feb. 23rd to allow time to prepare for March 2nd special meeting to choose final awards.

9. **Adjourn**

Bruce Rupp adjourned the meeting at 4:00 PM.

Next Meetings:

Special meeting on Tuesday, March 2, 2021 at 1:30 pm – 4:00 pm to deliberate final awards for Headwaters Fund Competitive Grant Program.

Regular meeting on Tuesday, March 9th at 1:30 pm – 4:00 pm.

Headwaters Fund Board – Special Meeting - Minutes

March 2, 2021 1:30 pm – 4:00 pm

Held Remotely via Zoom Web Conferencing

COMMITTEE MEMBERS ATTENDANCE:

- Bruce Rupp – Eureka, Chair – present
- Jenna Catsos – Eureka – present
- Carl Hansen – Sacramento – present
- Dianna Rios – Fortuna – present
- Elizabeth Cameron, V.C. – Eureka - present
- Chuck Ellsworth – Eureka – present
- Michael Fields – Blue Lake – present

STAFF: Kenny Spain, Ryan Heitz, Cris Plocher, and Scott Adair

OTHERS IN ATTENDANCE: Jennifer Brown, Bill Evans, Larissa Krause, Charles Caldwell, Chelsea Brown, Kent Scown, Janet Ruprecht, Samantha Day, Larry Oetker, Cassandra Hesselstine, Nate Adams

All Board Members and Staff attended remotely in accordance with Gov. Newsom's Executive Order N-29-20 (March 17th, 2020).

Item #	Action	Pass/Fail
1	Approve 01-19-21 meeting minutes	Pass (with edits)
2	02-09-21 meeting minutes to be revised and then brought back to the March 9th Board meeting for approval	On Hold, Review at next meeting
3	Final Board selection of slate of competitive grant awards, including amounts	Pass

1. Opening

- a. Chair Bruce Rupp called the meeting to order at 1:30 PM. A quorum was present.
- b. Roll call, including member location. Board members stated their name and where they were located.
- c. Approval of 01-19-2021 meeting minutes

Meeting date corrections needed were noted. Michael Fields moved to approve minutes with corrections. Dianna Rios seconded. Motion carried unanimously.

- d. Approval of 02-09-2021 meeting minutes

Prior meeting minutes date correction noted and Vice Chair Cameron requested to add in section 6 reference that in prior HWFB public meetings there was concern about entertaining a grant from the Harbor District until the HWFB heard more about the Harbor District's relationship with the Fisherman's Marketing Association.

Vice Chair Cameron moved to table this action item until correction can be made and reviewed by HWF Board at next meeting. Michael Fields seconded. Motion carried unanimously.

e. No public comment on non-agenda items.

f. Report out on meetings attended:

- Carl Hansen attended some Nordic Aquafarms presentations. He noted they mentioned they provide fresh fish, so they are not looking for cold storage, Previous HWFB meeting discussion mentioned cold storage might be an option for Nordic Aquafarms, but turns out not so, based on Nordic Aquafarms presented information.
- Dianna Rios attended Prosperity Network (FN) planning meetings and March 3rd she will be attending the PN Executive Committee meeting where they will be doing ice breaker sessions to facilitate brainstorming.

2. Board Review and Selection of slate of awards, including amounts, for Competitive Grant Application Awards to be recommended to the Board of Supervisor's for their consideration and approval (Attachment 3)

Discussion

- Ryan Heitz explained the ranking and scoring summary sheet prepared by staff, including staff recommended ranking based on mean weighted rank order and included the applicants' requested amount (as shown below).

1. Southern Humboldt Community Healthcare Fund	\$100,000
2. Humboldt Senior Resource Center	\$ 30,000
3. Humboldt NeuroHealth Therapeutic Services	\$ 34,321
4. Humboldt Bay Harbor, Recreation & Conserv. Dist.	\$ 65,000
5. Redwood Region Entertainment & Education Liaisons, Inc. (dba Humboldt Del-Norte Film Commission)	\$ 21,421
6. Humboldt Skatepark Collective	<u>\$ 32,000</u>
TOTAL	\$282,742

- The HWFB reviewed the scoring summary sheet and discussed their individual preferences as well as the order which they were ranked.
- The HWFB then began discussing funding options starting with the highest rank projects and moving their way down the list.
- As the total amount requested exceeded the amount available by \$132,742, the HWFB began providing alternatives for funding some of these projects.
- There was discussion about possibility of financially assisting applicants with other HWF resources, such as Community Investment Fund (CIF) and low interest loans. Due to participation in Covid related loans through Arcata Economic Development Corporation and the Redwood Region Economic Development Commission, CIF available funds are currently reduced, and interest revenues earned on the fund are anticipated to be slightly lower. So providing loans with lower than 2% interest is not financially viable. Endowment revenue is also anticipated to be reduced over previous years.
- Following the discussion of alternative means of funding these projects, the HWFB members began giving their individual funding preferences.

- The Humboldt Bay Harbor, Recreation & Conservation District proposal was not supported due to the recent grant made to their organization and funding had yet to be fully drawn down.
- The Southern Humboldt Community Healthcare Foundation's request of \$100,000 was too high for the HWFB to support, but they felt strongly about the project, so they wanted to offer to fund at a lower amount.
- Various award selection options and preferences were reviewed and negotiated leading to a final selection.

Public Comment

- Charles Caldwell thanked the Board and said he is not giving up on the skatepark and will continue forward with project and will probably be back as an applicant in August.

Action

- Vice Chair Cameron moved to approve the following final selection of awards, including amounts as listed below. Chuck Ellsworth seconded the motion. Motion carried with all approving except Carl Hansen having a Nay vote.
 - Southern Humboldt Community Healthcare Fund. \$64,258
 - Humboldt Senior Resource Center \$30,000 (full amt)
 - Humboldt NeuroHealth Therapeutic Services \$34,321 (full amt)
 - Redwood Region Entertainment & Education \$21,421 (full amt)
 - Liaisons, Inc. (dba Humboldt Del-Norte Film Commission)

TOTAL: \$150,000

3. **Adjourn**

Chair Bruce Rupp adjourned the meeting at 2:35 PM.

Next Meeting – Tuesday, March 9, 2021 1:30 pm – 4:00 pm