



# The County of Humboldt Project Trellis Committee Bylaws



## A. Description

The County of Humboldt Project Trellis Committee (Committee), formerly known as Humboldt County Cannabis Micro-Grant & Loan Advisory Committee (CMGLAC), was established pursuant to Government Code §31000.1 by Board of Supervisors, County of Humboldt Resolution 19-45. The Committee was established in response to the County's direction to create Project Trellis: The County of Humboldt Cannabis Micro-grant, Marketing, and Local Equity Program.

## B. Name

The Committee was previously named the Humboldt County Cannabis Micro-Grant & Loan Advisory Committee (CMGLAC) and may still be referred to as such in prior programmatic documents and/or communications.

## C. Purpose

The purpose of the Committee is to assist Economic Development staff (Staff) with the administration of Project Trellis initiatives as outlined in Section L, Duties.

In making recommendations regarding funding micro-grants and loans the Committee shall take into consideration all applicable county and state cannabis funding sources and programs.

Upon adoption of criteria governing monies allocated to Project Trellis Community Reinvestment Fund (*Fund No. 4215*); the Committee shall make recommendations to the Board of Supervisors as to which of the applications meeting criteria should be funded.

## D. Authority

The Committee was established and receives authority in accordance with the County's Project Trellis initiative which provides supportive services to the cannabis industry and the Humboldt County Board of Supervisors, hereinafter BOS, has the final authority.

## E. Membership

The Committee shall be composed of five voting members, two at-large voting members, and two alternates who shall be appointed by the Board of Supervisors as follows:

One member from each supervisorial district, appointed by the supervisor thereof with notice to his/her fellow supervisors, and two at-large members to be appointed by the Board of Supervisors, for a total of seven members. One at-large member shall serve as a representative of the cannabis industry, and one shall serve as a representative of an industry that has precise expertise from an industry not directly related, but which may be ancillary, to the cannabis industry, such as finance or banking. Additionally, one Board of Supervisor's member, who sits on the Cannabis Ad Hoc Committee, shall be appointed as liaison to the Project Trellis Committee.



# The County of Humboldt Project Trellis Committee Bylaws



## **F. Term of Office**

All appointments shall be for a term of four years, except that at the first meeting of the committee three members shall be randomly selected to serve for only two years so that appointments will thereafter be staggered.

Members appointed by individual Supervisors shall serve at the pleasure of their appointing Supervisor; the at-large members shall serve at the pleasure of a majority of the Board of Supervisors. There shall be no restrictions on reappointment of members to successive terms.

## **G. Officer Nominations, Duties and Staffing**

### **1. Nominations**

At the first meeting held on Aug. 14, 2019, Committee members selected a chair and a vice chair. In each anniversary month thereafter, new officers will be nominated and selected. Existing officers may be nominated to serve a successive term.

### **2. Duties**

The chair shall preside at all meetings and shall provide staff with guidance for the agenda content for such meetings. The chair shall publicly announce the format and timelines for submitting agenda items. The vice chair shall preside in the absence of the chair and shall assist the chair in the conduct of their office. A staff member designated by the Director of the County Administrative Office's Division of Economic Development shall serve as secretary to the Committee and shall keep the minutes of all meetings, prepare correspondence under the direction of the chair or vice chair, send notices of meetings, maintain membership lists, and maintain the files of the Committee. This staff member shall not be a member of the Committee and shall have no vote on any item to come before the Committee.

### **3. Staffing**

The Committee receives staff support from the County of Humboldt County Administrative Office, Office of Economic Development.

## **H. Meetings**

### **1. Regular Meetings**

The Committee shall hold a maximum of 12 monthly, regular meetings per-year, at such time and place as shall be agreed upon by the Committee.

### **2. Special Meetings**

The Committee may hold special meetings as shall be required from time to time. Special meetings shall be called by the chair or, in his/her absence from the county, by the vice chair. Special meetings are effective for the transaction of business only if each member is provided notice at least 48 hours in advance of



# The County of Humboldt Project Trellis Committee Bylaws



the special meeting. All notices of a special meeting must contain the subject of the special meeting.

### **3. Quorum**

A quorum shall consist of four members of the Committee. If fewer than four of the designated voting members of the Committee are present, either or both of the alternates may be counted in determining the presence of a quorum. If an alternate is counted toward a quorum the method used to pick between the two alternates shall be up to the chair or, in his/her absence, the vice chair. In any case in which an alternate is used to determine the presence of a quorum, they shall have a vote on any business to come before the Committee until they are no longer needed to determine a quorum.

### **4. Actions**

To be valid, any action taken at a regular or special meeting must be approved by the majority of the Committee members who are present and voting, and only if a quorum is present.

## **I. Resignation or Removal of Members**

### **1. Resignation**

Committee members are permitted to resign from the Committee. Any voluntary vacancy of a committee member must be reported by the chair to the BOS receiving notice of the resignation. The chair also will request a new member appointment from the BOS to carry out the unexpired term of the resigned member.

### **2. Removal**

In the event that a member of the Committee shall absent from three consecutive regular meetings of the Committee without showing good cause to the chair, at the fourth such consecutive regular meeting from which they are absent their place shall automatically become vacant. Within one week of the fourth consecutive regular meeting upon which the seat is vacated, the chair will report the vacancy to the Board of Supervisors and the appropriate appointing authority (individual Board member, majority vote of Board) shall appoint another member for the unexpired term of the member whose absence gave rise to the vacancy.

## **J. Open Meetings**

All Committee meetings are open to the public and subject to the Ralph M. Brown Act, Government Code, §§-54950, et seq. The Committee carries out its functions in accordance with the Brown Act and procedures as established by the County of Humboldt Board of Supervisors. In the absence of such procedures, the Committee establishes its own procedures consistent with State and local law and the current edition of Robert's Rules of Order. If necessary, the Committee will obtain input and advice from appropriate county staff about procedures for carrying out its duties. Each



## The County of Humboldt Project Trellis Committee Bylaws



member of the Committee will comply, at all times, with all laws and procedures governing the open meeting requirement.

### **K. Conflict of Interest Code**

The Committee shall comply with all applicable laws regarding conflict of interest, including the Political Reform Act (Government Code commencing with Section 81000) and the Humboldt County Conflict of Interest Code.

Members of the Committee shall file Fair Political Practices Commission Form 700 with the County Administrative Office, as required by Sections five through seven of the Humboldt County Conflict of Interest Code and the Political Reform Act.

Members of the Committee shall also complete ethics training as provided in Government Code section 5235 and provide documentation of completion to the County Administrative Office.

### **L. Duties**

The duties of the Committee are set by Board Resolution, and include:

- A. Work with staff to prepare formal draft bylaws to be adopted by the Committee.
- B. Work with staff to prepare criteria governing the Community Reinvestment Fund (Fund No. 4215) to be adopted by the Board of Supervisors and established by the County's Auditor Controller, and in accord with the Board's direction for Project Trellis: Cannabis Micro-grant, Marketing, and Local Equity Program.
- C. Work with staff to maintain thorough records of its activities.
- D. Work with staff to provide a forum for public expression of desires regarding expenditure of funds derived from the Community Reinvestment Fund.
- E. Work with staff to provide a forum for the public to address potential public concerns about the expenditure of funds derived from the Community Reinvestment Fund.
- F. Work with staff to provide recommendations on ongoing sources of funding for the Community Reinvestment Fund.
- G. Work with staff to provide recommendations to the Board of Supervisors for improvements, alterations and changes to Project Trellis: Cannabis Micro-grant and loans, Marketing, and Local Equity Program.
- H. Work with staff to make recommendations to the Board of Supervisors for expending monies in the form of micro-grants and loans from resources allocated to the Community Reinvestment Fund and pursuant to the criteria adopted by the Board of Supervisors.
- I. Work with staff to review and score micro-grant and loan applications utilizing the below criteria (L1.a – L2.a) to assist with evaluation of applications.
- J. Work with staff to develop an application form and submittal process for Cannabis Business Grants and Local Equity Grants.
- K. Work with staff to publicize and market the availability of grants and the details of the application process for public benefit.



# The County of Humboldt Project Trellis Committee Bylaws



- L. Work with staff to review, and score applications for disbursement of Cannabis Business Grant, and monies from the Community Reinvestment Fund in accord with the following:
- 1. Cannabis Business Grants**
    - a. Eligibility:
      - i. Applicant must be a Humboldt County based business, cooperative, road association, or nonprofit agency having 75% or more of its operations based in Humboldt County and must be licensed and registered to operate in Humboldt County, whose activities are specific to the cultivation, processing, manufacturing, distribution or retail of cannabis, or whose organization provides support and/or services to the cannabis industry.
  - 2. Detailed Project Description to Include:**
    - a. Applicants must provide a detailed project description for use of grant funds to include:
      - i. Description of business and activities; narrative of proposed project and use of funds; ownership or interest in project or site(s); proof of business or agency licensing; proof of regulatory compliance, any accompanying and supportive project documents such as site maps, equipment specifications, contractor bids and estimates.
  - 3. Detailed Budget**
    - a. Applicants must provide a description of attempts to secure alternative funding sources, and a detailed operational budget of the project or grant request which shall include revenues and expenses.
  - 4. Weighted Considerations**
    - a. For Cannabis Business Grants and Loans, where numerous or competing applications exist, the Committee shall give weighted consideration to applicants and applications whose operational activities:
      - i. Are from Humboldt County residents, or whose businesses are majority owned by owners residing in Humboldt County.
      - ii. Consist of cultivating 10,000 square feet of cannabis or less (not to exclude co-ops and associations whose cumulative area may exceed 10,000 square feet)
      - iii. Add to revenues collected through the Cannabis Excise Tax, or;
      - iv. Whose project and/or grant request will result in the creation and/or retention of jobs
      - v. Whose project and/or grant request adds to the sustainability of Humboldt County's cannabis industry.
      - vi. Where receipt of requested micro-grant or loan is needed to become solvent.



# The County of Humboldt Project Trellis Committee Bylaws



## 5. Additional Considerations

- a. The Committee may work with staff to develop additional criteria for consideration when evaluating funding applications. These criteria will be reflected in the committee approved application, application instructions and/or developed selection criteria.

## 6. Local Equity Program Grants

- a. All Local Equity Grants will be made in accord with the County of Humboldt Cannabis Local Equity Program Manual as adopted and defined in Resolution 19-24, "Resolution 19-24, "RESOLUTION ADOPTING HUMBOLDT COUNTY CANNABIS LOCAL EQUITY PROGRAM MANUAL FOR OPERATION OF THE COUNTY OF HUMBOLDT LOCAL EQUITY PROGRAM, PURSUANT TO THE CALIFORNIA CANNABIS EQUITY ACT OF 2018"

- M. Work with staff to promote, market and publicize opportunities related to, and act as the County of Humboldt's advisory committee for the County's Project Trellis Marketing Initiative and Program(s).
- N. Work with staff to market, publicize and review (but not select) contracts related to Project Trellis Equity services.
- O. Work with staff to engage the public and promote, market, and publicize Project Trellis programs through community meetings and other forms of community engagement.

## M. Bylaw Amendments

These Bylaws may be amended, repealed or modified by the affirmative vote of the majority of the Committee at a regularly scheduled meeting, or in the case of urgent changes, at a special meeting, with the proposed changes being provided to all members of the Committee at least two weeks in advance of the meeting, whether regular or special.

## N. Adoption of Bylaws

We, the undersigned, are all the current members of this Committee, and we consent to, and hereby adopt, the foregoing Bylaws, consisting of six pages, as the Bylaws of the Project Trellis Committee.

ADOPTED AND APPROVED by the Committee Members on this \_\_\_\_ day of \_\_\_\_\_, 2022

By: \_\_\_\_\_  
Hannah Joy, Chair  
Appointment: At-Large



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By: \_\_\_\_\_  
Thomas Handwerker, Vice-Chair  
Appointment: At-Large

By: \_\_\_\_\_  
Vacant ,  
Appointment: District 1

By: \_\_\_\_\_  
Tiffany Smith  
Appointment: District 2

By: \_\_\_\_\_  
Mario Fernandez  
Appointment: District 3

By: \_\_\_\_\_  
Stephan Luther  
Appointment: District 4

By: \_\_\_\_\_  
Sarah Balster  
Appointment: District 5



# The County of Humboldt Project Trellis Committee Bylaws



By: \_\_\_\_\_  
OPEN  
Appointment: Alternate

By: \_\_\_\_\_  
OPEN  
Appointment: Alternate