



Headwaters Fund Board (HWFB) Meeting Agenda

June 10th, 2025 2:00PM

507 F Street, Eureka CA, 95501

A. CALL MEETING TO ORDER

B. ROLL CALL

C. MODIFICATIONS TO THE AGENDA

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

Allows for public comment on non-agenda topics, time limit set by the Chair

E. CONSENT CALENDAR

E.1. Approval Of Minutes For 4/8/25 Meeting

Documents:

[4_8_2025 - Minutes.pdf](#)

E.2. Meeting And Tentative Activity Schedule For Fiscal Year 2025-26

The attached schedule outlines the meeting and reporting cadence for FY 2025-26.

Adjustments may be made on an as need basis.

Action: Approve the FY 25-26 Calendar

Documents:

[Meeting Schedule FY 25-26.pdf](#)

E.3. Recommendation To The Board Of Supervisors Of The Reappointment Of Michael Fields

Michael Fields second term will end in August. This will be the third and final term he is eligible to serve in accordance with the HWF Board Manual. He has expressed interest in a third term.

Action: Recommend to the Board of Supervisors the reappointment of Michael Fields to a final term of three years on the HWFB.

F. ITEMS SET FOR TIME CERTAIN

G. ACTION ITEMS

G.1. HWF Board Officer Appointments For Fiscal Year 2025-26

Board Officer roles are appointed by majority vote of the HWFB annually. Officers appointed today will hold those positions through Fiscal Year 2025-26. Officers support staff work through a variety of functions and any member interested in supporting through officer appointment should be prepared to support staff on a regular basis. Expected time commitment is @ 2-3 hours per month based upon need.

Action: Appoint HWFB officers for FY 25-26

Documents:

[HFB_Roster_6-3-25.docx](#)

G.2. Appointment Of Liaison To The Humboldt County Workforce Development Board (HCWDB)

With Carl Hansen terming out from the Headwaters Board the role of Liaison to the HCWDB has been left vacant. This role is intended to facilitate educational and collaboration between the two boards and ensure activities are not duplicated and studies and presentations are being shared. The expectation of this role is to attend monthly meetings of the HCWDB, inform them of activities of the Headwaters Fund and report out on insights gained from the HCWDB meetings which may support HWF activities.

Action: Appoint liaison to the HCWFDB

Documents:

[2025-2026 HCWDB Meeting Schedule.pdf](#)

G.3. Review Of Fiscal Year 2025-26 Budget And Preparation Of The Annual Spending Plan

Due to time constraints and staffing reassignments, the budget process was completed without a HWFB approved spending plan in place. Budgeting was completed to for available fund balances and will be amended at mid year.

Staff will be bringing forward the annual financial report and spending plan draft in the August meeting which will be used to inform the midyear budget.

No Action.

Documents:

G.4. Discussion Of Possible Financing Support For The Humboldt Bay Harbor Recreation And Conservation District (HBHRCD)

The HBHRCD is currently engaging in design, permitting, and the development of a Bayside Master Plan in the pursuit of the redevelopment of the Humboldt Bay Harbor, including development of a Heavy Marine Terminal which could support existing and new industry in the region. This work is being conducted through grants from the State of California Energy Commission and US Dept of Transportation Maritime Administration. Primary work is being conducted by Moffat and Nichol with local subcontractors conducting much of the work. Moffat and Nichol is carrying their portion of the work pending reimbursement, but the HBHRCD is seeking gap funding to support the swift payment of local subcontractors to ensure the work is completed in a timely fashion.

The HBHRCD met with the HWF Chair, Treasurer, and Staff to discuss the potential for HWF support for this work. Staff will provide an overview of the project needs and next steps being undertaken to support the HBHRCD.

No Action

Documents:

[Projected Cash Requirements - Collective Grants.pdf](#)

G.5. Update From Administrative Ad Hoc Committee

Debriefing from members of the Administrative Ad Hoc Committee on meetings held related to potential avenues for modification of the Headwaters Fund Charter and programs.

H. ITEMS PULLED FROM CONSENT

I. ADJOURNMENT