

# **SAMOA PENINSULA ENHANCED INFRASTRUCTURE FINANCE DISTRICT (EIFD) PUBLIC FINANCE AUTHORITY (PFA)**

**507 F St. Eureka Ca, 95501**

Large Conference Room 3:00pm

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- A. CALL MEETING TO ORDER**
- B. ROLL CALL**
- C. MODIFICATIONS TO THE AGENDA**
- D. PUBLIC COMMENT ON NON-AGENDA ITEMS**
- E. CONSENT CALENDAR**

- E.1. Approval Of Minutes From 8/24/23**

Documents:

[MINUTES \(DRAFT\) - 8-24-23- Annual Meeting of the Authority Board.pdf](#)

- E.2. Approval Of Meeting Schedule For Fiscal Year 25-26**

Documents:

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

- F. ITEMS SET FOR TIME CERTAIN**

- F.1. Public Hearing - Adoption Of Annual Report For The Samoa Peninsula Enhanced Infrastructure Finance District For Fiscal Years 24-25**

Set for 3:00pm

Documents:

[Samoa EIFD Annual Report 24-25.pdf](#)

## **G. ACTION ITEMS**

### **G.1. Amendment Of Public Finance Authority Bylaws**

Documents:

[PFA BYLAWS Amendment 2 \(draft\).pdf](#)  
[Staff Report- Bylaws.pdf](#)

### **G.2. Appointment Of Officers For July 1st, 2025 Thru June 30th, 2027**

Appointment of Chair, Vice Chair, and Secretary (Staff)

### **G.3. Appointment Of General Manager Of The Samoa Peninsula EIFD**

## **H. ITEMS PULLED FROM CONSENT**

## **I. ADJOURNMENT**



# MEETING MINUTES - Samoa Peninsula Enhanced Infrastructure Financing District Public Financing Authority (Authority Board)

Authority Board Meeting  
Thursday • August 24, 2023 • 1:00PM  
Board of Supervisors Chambers

## Opening

### Call to Order:

Vice Chair Callison requested Director Arroyo to run the meeting on his behalf. Director Arroyo, called the meeting to order at 1:05 PM. A quorum was present.

### Authority Members Attendance:

- Supervisor Arroyo – present
- Timothy Callison (Vice Chair) – present
- Supervisor Rex Bohn – absent
- Chris Drop – absent
- Supervisor Mike Wilson– present

### Staff Present:

Scott Adair, Ryan Heitz, Tanner Etherton

### Adjustments to the Agenda

No adjustments made.

## Approval of the Minutes from December 12, 2022

### ACTION:

- Director Wilson moved to approve the minutes from December 12, 2022, seconded by Director Callison
- Motion passed unanimously

## Public Comment on Non-Agenda Items

No Comment

## Report out on Meetings Attended and Community Feedback Received

Director Arroyo reported out on community meeting attended on the Peninsula to discuss current development projects affecting the area. Arroyo also attended a community walk in conjunction to the Great Redwood Trail, which would pass along the old railroad on the Peninsula. The community walk occurred on the Peninsula and was a chance for attendees to learn about the project and express any concerns they may have.

Director Wilson attended a meeting at the Samoa Women's Club to discuss environmental impacts in relation to the offshore wind development.

## Staff Updates

Staff reported out on meeting with Planning and Building to discuss collaboration around infrastructure development on the Peninsula. Staff also updated the Board on ongoing conversation with the County Auditor Controller's Office regarding the District's Infrastructure Financing Plan and future incremental property tax revenue. Staff also expressed a need for further engagement from the community in the EIFD and encouraged the Board to share information about the District with partners and community members.

## Agenda Items

### Public Hearing – Adoption of Annual Report for the Samoa Peninsula EIFD for Fiscal Year 2022/23:

#### ACTION:

- Director Arroyo opened the Public Hearing at 1:15 PM
- No Public Testimony was given
- Director Arroyo closed the Public Hearing at 1:20 PM
- Director Wilson moved to adopt the Annual Report, seconded by Director Arroyo
- Motion passed unanimously.

### Election of Officers to the Samoa Peninsula EIFD Authority Board

#### PUBLIC COMMENT:

- None

**ACTION:**

- Director Callison moved to elect Director Arroyo to Chair of the Authority Board, to serve through July 31, 2024, seconded by Director Wilson.
- Motion passed unanimously.

**Review Draft Request for Qualifications for District Engineer:**

**PUBLIC COMMENT:**

- None

**ACTION:**

- It was Staff's recommendation that the Authority Board direct staff to finalize the attached draft RFQ pending review by County Counsel, authorize the Chair to give written approval of the finalized RFQ, so long as no substantial modification have been made; and direct staff to publish the finalized RFQ upon written approval from the chair.
- Director \_\_\_\_\_ moved to take the recommended action as written by staff, seconded by Director \_\_\_\_\_.
- Motion passed unanimously.

**Authority Board to Discuss Project Identification and Financing Processes**

**PUBLIC COMMENT:**

- None

**ACTION:**

- Director Wilson moved to form an Executive Committee for the purpose of assisting staff in the development of cost-effective policies and procedures for administration and implementation of the District, and appoint Chair Arroyo and Vice-Chair Callison to the Executive Committee. Motion seconded by Chair Arroyo.
- Motion Passed unanimously

**Update on the Humboldt Bay Offshore Wind Infrastructure Analysis**

**DISCUSSION:**

- Staff requested that Moffat & Nichol be allowed to give public comment on the work being performed under the Humboldt Bay Offshore Wind Infrastructure Analysis.

**PUBLIC COMMENT:**

- Adam Wagschal, Senior Coastal Planner with Moffat & Nichol, commented on the work being performed as part of the Humboldt Bay Offshore Wind Infrastructure Analysis.
- The Authority Board requested that Moffat & Nichol consider constraints of the Local Coastal Plan, infrastructure capacity limits, cultural resources,

locations for training facilities and mitigation options for the impacted fishing industry in Humboldt Bay.

**ACTION:**

- None

**Update on Humboldt Bay Municipal Water District EIFD Participation**

**DISCUSSION:**

- The Authority Board inquired staff as to the impact of other taxing entities participating in the EIFD. Staff reviewed impacts of participation, including, restructuring of the Authority Board, amending the IFP, reengaging in the public review process of the IFP, and changes to the financial make up and financing mechanisms of the EIFD.

**PUBLIC COMMENT:**

- None

**ACTION:**

- None

**Next Steps & Future Agenda Items**

**DISCUSSION:**

- The Authority Board requested staff to consider bringing several items back before the Board at future meetings. These items included a review of the Harbor District's Transportation Plan, a comprehensive update from the Peninsula Community Services District, the District's potential participation in a mitigation bank for the Humboldt Bay area and updates on all current projects occurring on the Peninsula. The Board also requested the next meeting of the Authority Board be held in early December, following receipt of the District's first portion of property tax revenue.

**PUBLIC COMMENT:**

- Brett Vivyan, District Engineer for the Peninsula Community Service District, gave a brief update on the status of the Samoa Wastewater Project.

**ACTION**

- Chair Arroyo adjourned the meeting with no objections from the Authority Board

**Next PFA Meeting Date:**

- December 2023

*The Samoa Peninsula EIFD PFA Agendas and Minutes can be found at: [Agenda Center • County of Humboldt • CivicEngage \(humboldt.gov\)](#) or by contacting Economic Development at (707) 445-774*

## Samoa Peninsula Enhanced Infrastructure Finance District (EIFD): Meeting Schedule for Fiscal Year 2025-26\*

- Midyear Meeting: 12/8/25 3:00pm
  - Topics include but not limited to:
    - i. Review of Harbor District Transportation Plan
    - ii. Comprehensive Update from the Peninsula Community Services District
    - iii. Discussion of EIFD participation in a mitigation bank
    - iv. Update on infrastructure study being conducted by Xodus
    - v. Update on development projects in the EIFD
    - vi. Report out on Request for Qualifications for On Call Engineer
    - vii. Executive Committee report out
- Annual Meeting: 6/26/26\*\* 3:00pm
  - Topics include but not limited to:
    - i. Annual Report and Public Hearing
    - ii. Officer Appointments
    - iii. Schedule of Meetings and Topics

\*Additional Meeting may be called as necessary.

\*\*Current legislation is moving forwards which would shift the required date of the annual meeting to fall after June 30<sup>th</sup> rather than prior. Should the legislation be approved, the annual meeting will be postponed occurring after County financial close out to ensure all figures are up to date and finalized.



## **SAMOA PENINSULA ENHANCED INFRASTRUCTURE FINANCING DISTRICT**

### **Annual Report**

**Fiscal Year 2024-25**

Prepared by:  
The Humboldt County Economic Development Division  
May 28, 2025

### **INTRODUCTION**

The Samoa Peninsula Enhanced Infrastructure Financing District (EIFD) was established on March 1, 2022, by the Samoa Peninsula EIFD Public Financing Authority (“Authority Board”) pursuant to Chapter 2.99 of Part 1 of Division 2 of Title 5 of the California Government Code (commencing with Section 53398.50) (EIFD Law). The EIFD was formed to finance the development and maintenance of infrastructure on the Samoa Peninsula to promote economic prosperity and enhance the quality of life in Humboldt County.

In accordance with Section 53398.66(j)(2) of the EIFD Law, the Authority Board must adopt this annual report on or before June 30 of each year, following a public hearing. This annual report accounts for Fiscal Year [2024/25] and includes:

- Section 2: Description of projects undertaken
- Section 3: Chart comparing actual vs. budgeted revenues and expenses
- Section 4: Amount of tax increment revenues received
- Section 5: Assessment of project completion status
- Section 6: Revenues expended to assist private businesses

A public hearing will be held on June 30<sup>th</sup>, 2025 before the Samoa Peninsula EIFD Public

Finance Authority Board. Details will be posted at least 72 hours in advance. Visit: [Humboldt.gov/AgendaCenter](http://Humboldt.gov/AgendaCenter) for agenda postings and <http://www.gohumco.com> for more details on the EIFD program.

## SECTION 2: PROJECTS UNDERTAKEN IN FY 2024/25

No projects were undertaken during Fiscal Year 2024/25.

The previously reported project reported in the fiscal year 2022/23 report title “Offshore Wind Infrastructure Needs Assessment” was not funded by the EIFD, but rather through Workforce Development funding. *The County of Humboldt’s Offshore Wind Infrastructure Needs Assessment was federally funded with \$30,060 (100 percent) from the Dept of Labor.*

## SECTION 3: ACTUAL VS. BUDGETED REVENUES AND EXPENSES

County of Humboldt 2230000 - Samoa Peninsula EIFD Revenues and Expenditures with Encumbrances For the Period Ending May 31, 2025							
	Adopted Budget	Adjusted Budget	Month to Date	Fiscal Year to Date	Encumbrances	Remaining Balance	Percentage Used
<b>Revenues</b>							
<b>10 Taxes</b>							
101117 Property Tax Current Secured	10,000.00	10,000.00		14,033.82		(4,033.82)	140.3%
102500 Prop Tax Current-Unsecured				267.65		(267.65)	
105110 Prop Tax Prior Unsecured				2.01		(2.01)	
105900 Supplemental Prop Tax PY				445.40		(445.40)	
800040 Supplemental Taxes-Current				124.34		(124.34)	
<b>Total Taxes</b>	<b>10,000.00</b>	<b>10,000.00</b>		<b>14,873.22</b>		<b>(4,873.22)</b>	<b>148.7%</b>
<b>40 Use of Money and Property</b>							
402205 Interest Revenue				731.45		(731.45)	
<b>Total Use of Money and Property</b>				<b>731.45</b>		<b>(731.45)</b>	
<b>50 Other Governmental Agencies</b>							
525110 Homeowners Prop Tax Relief				68.54		(68.54)	
<b>Total Other Governmental Agencies</b>				<b>68.54</b>		<b>(68.54)</b>	
<b>Total Revenues</b>	<b>10,000.00</b>	<b>10,000.00</b>		<b>15,673.21</b>		<b>(5,673.21)</b>	<b>156.7%</b>
<b>Expenditures</b>							
<b>02 Services and Supplies</b>							
2118 Professional & Special Service	10,000.00	10,000.00		163.00		9,837.00	1.6%
<b>Total Services and Supplies</b>	<b>10,000.00</b>	<b>10,000.00</b>		<b>163.00</b>		<b>9,837.00</b>	<b>1.6%</b>
<b>Total Expenditures</b>	<b>10,000.00</b>	<b>10,000.00</b>		<b>163.00</b>		<b>9,837.00</b>	<b>1.6%</b>
<b>Net Revenues Over (Under) Expenditures</b>				<b>15,510.21</b>		<b>(15,510.21)</b>	

### Notes:

- The budgeted amounts proposed in the above report were rough estimates established during the counties budget process without any historical information to base it off. The proposed budget for FY 25-26 considers the base value of revenues received, projected growth, and expenditures necessary to the administration of the program. (This budget will be presented to the County of Humboldt Board of Supervisors for approval on 6/24/25)

- The Fiscal Year 24-25 Budget proposal includes 10% of the first two years of revenue being returned to the CAO/EcDev budgets to reimburse for expenses incurred in the formation of the EIFD (Ca Gov Code: 53398.69)

#### **SECTION 4: TAX INCREMENT RECEIVED**

As of 5/28/25, the Samoa Peninsula EIFD has received:

\$12,587.40 in Fiscal Year (23-24)

\$14,033.82 in Fiscal Year (24-25)

#### **SECTION 5: PROJECT COMPLETION ASSESSMENT**

##### **Offshore Wind Infrastructure Needs Assessment:**

The Offshore Wind Infrastructure Needs Assessment was completed during FY 2024.

#### **SECTION 6: REVENUES EXPENDED TO ASSIST PRIVATE BUSINESSES**

As of the date of this report, no revenues have been expended to assist any private business.



# The Samoa Peninsula Enhanced Infrastructure Financing District Public Financing Authority



## First Amended Bylaws

Pursuant to California Government Code Chapter 2.99; a resolution adopting an intention to establish the Samoa Peninsula Enhanced Infrastructure Financing District (District) was adopted by The Humboldt County Board of Supervisors on June 29<sup>th</sup>, 2021 (Resolution 21-68), a resolution approving the Infrastructure Financing Plan (IFP) for the District was adopted by The Humboldt County Board of Supervisors on February 8, 2022 (Resolution 22-16), and a resolution approving the IFP and establishing the District was adopted by the Public Financing Authority on March 1, 2022 (Resolution 22-01).

### ARTICLE I — NAME AND PURPOSE

#### Section 1 – Name:

- i. The name of the governing body for the District shall be the “Samoa Peninsula Infrastructure Financing District Public Financing Authority” (Authority). The District is a legally constituted local governmental entity separate and distinct from the County of Humboldt (County), subject to the Ralph M. Brown Act (Open Meetings), as well as the California Public Records Act and Political Reform Act of 1974. The District was established for the sole purpose of financing public facilities or other projects as authorized by Chapter 2.99 of the California Government Code.

#### Section 2 – Purpose:

- i. The District is organized exclusively for implementing the Samoa Peninsula Enhanced Infrastructure Financing Plan (Plan) prepared pursuant to Sections 53398.59 – 53398.74 of the Government Code.

### ARTICLE II – Membership

#### Section 1 – Membership:

- i. The Authority shall consist of a Board of Directors (collectively, the "Authority Board" or individually, "Directors") comprised of three members of the County of Humboldt ("County") Board of Supervisors and two members of the public appointed by the County Board of Supervisors.

#### Section 2 – Terms:

- i. All appointed public members of the Authority Board may serve for two-years but are

eligible for reappointment for up to six consecutive terms.

- ii. County Supervisors appointed to the Authority Board shall serve for the length of their term as a County Board of Supervisor or by resignation or termination from the Authority Board.

Section 3 – Alternates:

- i. County Supervisors appointed to the Authority Board may designate, in writing submitted to the Chair of the Authority Board, a Deputy or other official in that Supervisor's District Office to act for them and represent them at all meetings of the Authority Board.

Section 4 — Authority Board Role and Compensation:

- i. The Authority Board is responsible for overall policy and direction of the District and delegates responsibility of day-to-day operations to staff. Directors shall receive no compensation for their service on the Authority Board but may receive reimbursement for actual and necessary expenses incurred in the performance of their official duties pursuant to Section 53398.51.1(c) of the Government Code.

Section 5 — Vacancies:

- i. When a vacancy on the Authority Board exists, the Chair of the Authority Board shall notify the Chair of the County Board of Supervisors and request that a replacement be approved by the Board of Supervisors to fill the vacancy.
- ii. Vacancies shall be made public via the public notice bulletin board located outside the 5<sup>th</sup> Street entrance of the Humboldt County Courthouse and the Count of Humboldt, Samoa Peninsula Enhanced Infrastructure Financing District Website.
- iii. Vacant seats must be filled within ninety (90) days

Section 6 — Resignation and Termination:

- i. Resignation from the Authority Board must be in writing and received by the Chair and General Manager.
- ii. Termination requires a three-fourth vote and may result from:
  - a. A Director is not reappointed after completion of term;
  - b. A Director's violation of the Authority's Conflict of Interest Code or laws or failure to complete or declare applicable financial disclosures per Form 700;
  - c. A Director ceases to be representative of the constituency for which appointment was

made; or,

- d. A Director's failure to meet attendance requirements set forth in Section 7., below.

Section 7 – Attendance:

- i. Directors shall attend all meetings of the Authority. An excused absence shall be recorded in the minutes when a member or designee notifies the Chair and/or the General Manager of the intended absence by 5 p.m. of the day before the scheduled Board Authority meeting indicating good and sufficient reason for the absence, except that if the absence is due to an illness or accident occurring during the 24 hour period, the absence shall be deemed excused if the Chair and/or the General Manager is notified of the accident or illness prior to the roll call for the meeting. Directors must not miss more than three (3) consecutive committee and full meetings of the Board Authority unless the absences are excused or more than five (5) consecutive committee and full meetings even if some or all of those absences are excused, except that the Authority Board may grant the Director a leave of absence upon prior request.

Section 8 – Provisions:

- i. Each Director shall have equal voting privileges, with each seat representing one vote.
- ii. Proxy votes by representatives or members are not allowed
- iii. No member shall vote on any matter which:
  - a Poses the appearance of a conflict of interest to that member or their business or organization.
  - b Would financially benefit such member, their family or their business or organization.

ARTICLE III - MEETINGS

Section 1 — Meetings and notice:

- i. The Authority Board shall meet at least annually, at an agreed upon time and place, for the purpose of adopting an annual report on or before June 30 of each year after holding a public hearing.
- ii. Regular meetings will be scheduled and announced at the beginning of each fiscal year. Special meetings may be called at the discretion of the Chair, as needed.

Section 2 — Quorum:

- i. A majority of the total membership of the Authority Board constitutes a quorum for the

transaction of business. No act of the Authority Board shall be valid or binding unless a majority of all the Directors are present. The abstention or recusal of a Director who is nonetheless present for discussion and voting on an item shall not affect the presence of a quorum.

Section 3 — Open Meetings:

- i. All Authority meetings are open to the public and subject to the Ralph M. Brown Act, Government Code, §§-54950, et seq. The Authority 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 Authority establishes its own procedures consistent with State and local law and the current edition of Rosenberg’s Rules of Order. If necessary, the Authority Board will obtain input and advice from appropriate County staff about procedures for carrying out its duties. Each Director will comply, at all times, with all laws and procedures governing the open meeting requirement.

ARTICLE IV - OFFICERS

Section 1 — Officers and Duties:

- i. There shall be three Officers of the Authority Board, consisting of a Chair, Vice-Chair, and Secretary. Their duties are as follows:
  - a. The Chair shall convene regularly scheduled Authority Board meetings, shall preside or arrange for other Directors to preside at each Authority Board meeting in the following order: Vice-Chair, Secretary.
  - b. The Secretary shall be responsible for keeping records of Authority Board actions, including overseeing the taking of minutes at all Authority Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Director, and assuring that Authority records are maintained. The Secretary position shall be performed by a staff member of the affected taxing entity as defined in Government Code §53398.51

Section 2 — Terms:

All Officers shall serve two-year terms but are eligible for reappointment for up to six consecutive terms.

Section 3 — Board Officer Elections:

During the annual meeting, the Authority Board shall elect Officers to replace those whose terms will expire at the end of the fiscal year. This election shall take place during a regular meeting of the Authority Board, called in accordance with the provisions of these bylaws.

Section 4 — Election procedures:

Officers shall be elected by a majority of Directors present at a meeting of the Authority Board,

provided there is a quorum present. Officers so elected shall begin serving a term beginning on the first day of the next fiscal year.

Section 5 — Vacancies:

- i. When a vacancy in an Officer position occurs, the Chair of the Authority Board shall call an election to fill the vacancy at the next meeting of the Authority Board, provided there is a quorum present. An Officer so elected shall serve for the remainder of the term of the Officer who vacated the position.
- ii. The Vice-Chair shall preside in the absence or vacancy of the Chair and perform such duties as delegated by the Chair.

Section 6 – Endorsements:

- i. Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance or other instrument in writing and any assignment or endorsement thereof approved by the Authority Board to be executed or entered into between the Authority Board and any other person, when signed by an Officer, shall be valid and binding on the Authority Board in the absence of actual knowledge on the part of the other person that the signing officers had no authority to execute the same. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined by resolution of the Authority Board, and, unless so authorized by the Authority Board, no officer, agent or employee shall have any power or authority to bind the Authority Board or the District by any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

ARTICLE V — COMMITTEES

Section 1 — Committee formation:

- i. The Authority Board may create committees as needed to carry out the purposes of the Authority. The Chair appoints all committee chairs.

Section 2 — Committee Duties:

- i. Committees may not act on behalf of the Authority Board, but rather must submit any findings or recommendations in writing to the Authority Board. Upon submission, the conclusions of a committee may be considered for action by the Authority Board. To the extent possible, the Authority Board shall designate avenues for public participation in committee meetings.

Section 3 — Executive Committee:

- i. The Executive Committee, composed of the officers of the Authority Board, are responsible

for the development of policies and procedures for the administration and implementation of the District. As per article V Section 2, recommendations are contingent upon Authority Board approval.

## ARTICLE VI — DIRECTOR AND STAFF

### Section 1 — General Manager:

- i. The General Manager is appointed by the Authority Board.

### Section 2 — General Manager Responsibilities:

- i. Under the direction of the Authority Board, the General Manager has day-to-day responsibilities for the organization, including carrying out the organization’s goals and policies. The General Manager, or their designee, will attend all Board meetings, report on the progress of the organization, answer questions of the Directors and carry out the duties described in the job description. The Authority Board can designate other duties as necessary.

## ARTICLE VII — AMENDMENTS

### Section 1 — Amendments:

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

## CERTIFICATION

These bylaws were approved at a meeting of the Authority Board by a majority vote on \_\_\_\_\_, 2025

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

# Samoa Peninsula Enhance Infrastructure Finance District (EIFD) Staff Report

Regarding 2nd: Amendment to the Public Finance Authority (PFA)

Previous action called for the creation of an Executive Committee to support the development of policies and procedures for the administration and implementation of the EIFD.

Staff have returned with a drafted amendment to the PFA Bylaws which will add this Executive Committee and empower them to make recommendations to the PFA.

Staff do not recommend these changes. The adoption of an Executive Committee would require all meetings to be held publicly and in accordance with the Brown Act.

Administrative funding is extremely limited and the additional financial and administrative burden of supporting an unknown number of public meetings would restrict staff support time.

Due to the limited scope and timeframe of the work to be completed by the proposed Executive Committee, staff are recommending the creation of an Ad Hoc Committee in its stead.

**Recommended Action:** Create an ad hoc committee composed of the Officers and General Manager of the PFA, to create policies and procedure recommendations for the administration and implementation of the EIFD.

**Alternative :** Board Discretion. Should the amended bylaws be approved, they should be approved contingent upon counsel review and approval.