



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**



Headwaters Fund Board (HWFB) Meeting Minutes

507 F Street, Eureka CA, 95501

4/8/2025 - Minutes

A. CALL MEETING TO ORDER

Called to order at 2:05pm

B. ROLL CALL

Michael Fields, Carl Hanse, Walter Gray III, Elizabeth Cameron, Rusty Hicks, Wal Geist

C. MODIFICATIONS TO THE AGENDA

D. PUBLIC COMMENT ON NON-AGENDA ITEMS

E. CONSENT CALENDAR

Minutes pulled from consent Calander by Carl Hansen.

E.1. Approval Of Minutes

Carl Hansen noted he was not present at the 3/11/25 special meeting.

Motion to approve with modification made by Michael Fields and seconded by Walt Geist. Motion Approved Unanimously.

F. ITEMS SET FOR TIME CERTAIN

G. ACTION ITEMS

G.1. Discussion Of Final Scores For Competitive Grant Round Applications And Recommendations To The Board Of Supervisors

Motion to approve Recommending the following slate of awards to the board of supervisors was made by Rusty Hicks and Seconded by Michael Fields. Carried unanimously

Building Lives by Building Structures: \$30,000

Hospice of Humboldt: \$50,000

Humboldt Fishermans Marketing Association: \$35,000

Humboldt Made: \$25,000

North Coast Health Improvement and Information Network: \$48,000

North Coast growers Association: \$75,000

Willow Creek Youth Partnership: \$38,000

H. ITEMS PULLED FROM CONSENT

Item E1: Approve of Minutes

I. ADJOURNMENT

Adjourned 4:25pm

Tentative HWFB Schedule Fy 2025-26

| Month | HWF Board Meeting | Semi Annual Lender Reports | Financial Reports | Lender Meetings | Spending Plan |
|-----------|-------------------|----------------------------|-------------------|-----------------|---------------|
| July | | | | Yes | |
| August | Yes | Yes | Annual | | FY 25-26 |
| September | | | | | |
| October | Yes | | | Yes | |
| November | | | | | |
| December | Yes | | | | |
| January | | | | Yes | |
| February | Yes | Yes | Midyear | | |
| March | | | | | |
| April | Yes | | | Yes | FY 26-27 |
| May | | | | | |
| June | Yes | | | | |
| July | | | | | |

*Board Meetings Scheduled for the second Tuesday of the month at 2pm

Headwaters Fund Board Roster (2022–2023)

| Name | Appointed | Reappointed | Term Expires |
|-------------------|-------------------|------------------|-----------------------------------|
| Elizabeth Cameron | May 5, 2018 | June 13, 2023 | Term Out June 30, 2026 |
| Walter Gray III | November 5, 2024 | | November 5, 2026 Term Out 2032 |
| Walt Geist | November 29, 2022 | November 5, 2024 | November 5, 2027 Term Out 2030 |
| Rusty Hicks | November 5, 2024 | | November 5, 2026 Term Out 2032 |
| Michael Fields | August 18, 2020 | January 24, 2023 | August 17, 2025 Term Out 2028 |
| Vacant | | | |
| Vacant | | | |

Officer Appointments

FY 24-25

- Chair- E. Cameron
- Vice Chair -W. Gray III
- Treasurer- W. Geist
- Secretary- R. Hicks

FY 25-26

- Chair- Vacant
- Vice Chair -Vacant
- Treasurer- Vacant
- Secretary- Vacant

Contact for Information:

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2025-2026 HCWDB Meeting Schedule

| | HCWDB Meetings | HCWDB Executive Committee |
|----------------|--|--|
| | <i>Quarterly Humboldt County Office of Education Annex</i> | <i>2x Each Quarter Humboldt County Office of Education Annex</i> |
| July 2025 | | 7/25/25 Friday 9-11 a.m. |
| August 2025 | 8/29/25 Friday 9-12 p.m. | |
| September 2025 | | 9/26/25 Friday 9-11 a.m. |
| October 2025 | | 10/31/25 Friday 9-11 a.m. |
| November 2025 | 11/28/25 Friday 9-12 p.m. | |
| December 2025 | | 12/26/25 Friday 9-11 a.m. |
| January 2026 | | 1/30/26 Friday 9-11 a.m. |
| February 2026 | 2/27/26 Friday 9-12 p.m. | |
| March 2026 | | 3/27/26 Friday 9-11 a.m. |
| April 2026 | | 4/24/26 Friday 9-11 a.m. |
| May 2026 | 5/29/26 Friday 9-12 p.m. | |
| June 2026 | | 6/26/26 Friday 9-11 a.m. |

Headwaters Fund

Program Description

The Headwaters Fund (HWF) is a subset of the Economic Development Division and is staffed by the Economic Development team and directed by the Headwaters Fund Board, who acts as advisory to the Humboldt County Board of Supervisors.

This fund was established with federal and state dollars to offset the loss of timber harvest jobs and taxes when the Headwaters Forest was purchased and logging was curtailed or reduced. HWF provides access to business and infrastructure loans through partnerships with Arcata Economic Development Corporation and the Redwood Region Economic Development Commission.

This program supports the Board of Supervisors' Strategic Plan by promoting strong economic resiliency and growth.

FY 2025-26 Proposed Budget Table

1120286

| | 2023-24 Actual | 2024-25 Adopted | Estimated 2024-25 Actual | 2025-26 Requested | 2025-26 Proposed | Increase (Decrease) | % Change |
|---|-------------------|--------------------|--------------------------------|----------------------|---------------------|------------------------|-------------|
| Revenue | | | | | | | |
| General Fund Contribution | 0 | 91,000 | 91,000 | 141,629 | 141,629 | 50,629 | 56% |
| Total Revenue | 0 | 91,000 | 91,000 | 141,629 | 141,629 | 50,629 | 56% |
| Expense | | | | | | | |
| Salaries & Employee Benefits | 21,178 | 93,096 | 74,006 | 110,040 | 110,040 | 16,944 | 18% |
| Services and Supplies | 17,349 | 14,900 | 3,516 | 8,784 | 8,784 | (6,116) | (41%) |
| Other Charges | 47,516 | (16,996) | 13,478 | 22,805 | 22,805 | 39,801 | (234%) |
| Special Items | 1,576 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total Expense | 87,619 | 91,000 | 91,000 | 141,629 | 141,629 | 50,629 | 56% |
| Net Revenues (Expenditures) | 87,619 | 0 | 0 | 0 | 0 | 0 | 0% |
| Additional Funding Support | | | | | | | |
| 1120 Economic Development | 87,619 | 0 | 0 | 0 | 0 | 0 | 0% |
| Total Additional Funding Support | 87,619 | 0 | 0 | 0 | 0 | 0 | 0% |
| Staffing Positions | | | | | | | |
| Allocated Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |

Significant Changes

- The proposed General Fund Contribution has increased due to changes in local accounting practices, the calculation of Redevelopment Dissolution amount for administration of the Headwaters Fund was corrected during FY 2024-25.
- The proposed expenditure budget for Other Charges has increased due to projected allocation of Cost Allocation Plan charges across the Economic Development Division.

County Administrative Office

Accomplishments

- Approved a \$2,000,000 short term financing loan to the Southern Humboldt Community Health Care District (SHCHD) to increase working capital for the 4–6-month timeframe required to process an Intergovernmental Transfer (IGT) request through the State of California. Participation in the IGT process allowed SHCHD to receive funds from the federal government for qualified Medicaid expenditures. (2001)

Goals

- Complete a comprehensive review of the charter and lending programs for recommendation to the Board of Supervisors. (2001)
- Present recommendations to the Board of Supervisors to expand the funding pool for local lending initiatives. (2001)

Performance Measures

| | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 |
|---|------------|------------|------------|------------|------------|
| HWF Revolving Loan Outstanding Balances | | | | | |
| These balances reflect the outstanding HWF loans in the community as of Q3 in each fiscal year. | 5,334,006 | 4,574,507 | 4,542,170 | 5,219,671 | 8,527,295 |

Headwaters Revolving Loan Fund

FY 2025-26 Proposed Budget Table

3843000

| | 2023-24 Actual | 2024-25 Adopted | Estimated 2024-25 Actual | 2025-26 Requested | 2025-26 Proposed | Increase (Decrease) | % Change |
|---|-------------------|--------------------|--------------------------------|----------------------|---------------------|------------------------|-------------|
| Revenue | | | | | | | |
| Use of Money and Property | 326,242 | 0 | 113,000 | 0 | 0 | 0 | 0% |
| Total Revenue | 326,242 | 0 | 113,000 | 0 | 0 | 0 | 0% |
| Expense | | | | | | | |
| Services and Supplies | 2,800 | 0 | 0 | 0 | 0 | 0 | 0% |
| Other Charges | 697,000 | 3,578,365 | 0 | 3,930,000 | 3,930,000 | 351,635 | 10% |
| Total Expense | 699,800 | 3,578,365 | 0 | 3,930,000 | 3,930,000 | 351,635 | 10% |
| Net Revenues (Expenditures) | 373,558 | 3,578,365 | (113,000) | 3,930,000 | 3,930,000 | 351,635 | 10% |
| Additional Funding Support | | | | | | | |
| 3843 Headwaters Revolving Loan Fund | 373,558 | 3,578,365 | (113,000) | 3,930,000 | 3,930,000 | 351,635 | 10% |
| Total Additional Funding Support | 373,558 | 3,578,365 | (113,000) | 3,930,000 | 3,930,000 | 351,635 | 10% |
| Staffing Positions | | | | | | | |
| Allocated Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |

Significant Changes

- The proposed expenditure budget for Other Charges has increased due to estimated available year-end cash balance of the Headwaters Revolving Loan Fund projected to be available for loans in FY 2025-26.

Personnel

There are no personnel changes.

Headwaters Comm. Investment Fund

FY 2025-26 Proposed Budget Table

3846000

| | 2023-24 Actual | 2024-25 Adopted | Estimated 2024-25 Actual | 2025-26 Requested | 2025-26 Proposed | Increase (Decrease) | % Change |
|--|-------------------|--------------------|--------------------------------|----------------------|---------------------|------------------------|-------------|
| Revenue | | | | | | | |
| Use of Money and Property | 34,170 | 0 | 30,494 | 0 | 0 | 0 | 0% |
| Total Revenue | 34,170 | 0 | 30,494 | 0 | 0 | 0 | 0% |
| Expense | | | | | | | |
| Other Charges | 0 | 0 | 0 | 660,000 | 660,000 | 660,000 | 100% |
| Total Expense | 0 | 0 | 0 | 660,000 | 660,000 | 660,000 | 100% |
| Net Revenues (Expenditures) | (34,170) | 0 | (30,494) | 660,000 | 660,000 | 660,000 | 100% |
| Additional Funding Support | | | | | | | |
| 3846 Hdwtrs Comm Investment Fund | (34,170) | 0 | (30,494) | 660,000 | 660,000 | 660,000 | 100% |
| Total Additonal Funding Support | (34,170) | 0 | (30,494) | 660,000 | 660,000 | 660,000 | 100% |
| Staffing Positions | | | | | | | |
| Allocated Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |

Significant Changes

- The proposed expenditure budget for Other Charges has increased due to changes in local accounting practices, all transactions related to loan disbursements will now occur within the Headwaters fund accounts.

Personnel

There are no personnel changes.

Headwaters Liquidity Fund

FY 2025-26 Proposed Budget Table

3847000

| | 2023-24 Actual | 2024-25 Adopted | Estimated 2024-25 Actual | 2025-26 Requested | 2025-26 Proposed | Increase (Decrease) | % Change |
|---|-------------------|--------------------|--------------------------------|----------------------|---------------------|------------------------|--------------|
| Revenue | | | | | | | |
| Use of Money and Property | 9,904 | 494,511 | 212,300 | 357,000 | 357,000 | (137,511) | (28%) |
| Other Revenues | 0 | 0 | 81 | 0 | 0 | 0 | 0% |
| Total Revenue | 9,904 | 494,511 | 212,381 | 357,000 | 357,000 | (137,511) | (28%) |
| Expense | | | | | | | |
| Other Financing Uses | 0 | 312,270 | 62,792 | 350,000 | 350,000 | 37,730 | 12% |
| Total Expense | 0 | 312,270 | 62,792 | 350,000 | 350,000 | 37,730 | 12% |
| Net Revenues (Expenditures) | (9,904) | (182,241) | (149,589) | (7,000) | (7,000) | 175,241 | (96%) |
| Additional Funding Support | | | | | | | |
| 3847 Headwaters Liquidity Fund | (9,904) | (182,241) | (149,589) | (7,000) | (7,000) | 175,241 | (96%) |
| Total Additional Funding Support | (9,904) | (182,241) | (149,589) | (7,000) | (7,000) | 175,241 | (96%) |
| Staffing Positions | | | | | | | |
| Allocated Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |

Significant Changes

- The proposed revenue budget for Use of Money and Property has decreased due to estimated interest revenue for Headwater Loan repayment activity in FY 2025-26.
- The proposed expenditure budget for Other Financing Uses has increased due to anticipated transfer of Headwater Liquidity funds to the Headwaters Grant Fund for grant award disbursements.
- The proposed budget for Additional Funding Support has decreased due to projected reductions in interest revenue offset by anticipated transfers of funds to to the Headwater Liquidity Fund for grant award disbursements.

Personnel

There are no personnel changes.

Headwaters Grant Fund

FY 2025-26 Proposed Budget Table

3848000

| | 2023-24 Actual | 2024-25 Adopted | Estimated 2024-25 Actual | 2025-26 Requested | 2025-26 Proposed | Increase (Decrease) | % Change |
|---|-------------------|--------------------|--------------------------------|----------------------|---------------------|------------------------|-------------|
| Revenue | | | | | | | |
| Use of Money and Property | 0 | 0 | 18 | 0 | 0 | 0 | 0% |
| Total Revenue | 0 | 0 | 18 | 0 | 0 | 0 | 0% |
| Expense | | | | | | | |
| Other Charges | 15,066 | 312,207 | 58,391 | 350,000 | 350,000 | 37,793 | 12% |
| Other Financing Uses | 0 | (312,207) | (62,792) | (350,000) | (350,000) | (37,793) | 12% |
| Total Expense | 15,066 | 0 | (4,401) | 0 | 0 | 0 | 0% |
| Net Revenues (Expenditures) | 15,066 | 0 | (4,419) | 0 | 0 | 0 | 0% |
| Additional Funding Support | | | | | | | |
| 3848 Headwaters Grant Fund | 15,066 | 0 | (4,419) | 0 | 0 | 0 | 0% |
| Total Additional Funding Support | 15,066 | 0 | (4,419) | 0 | 0 | 0 | 0% |
| Staffing Positions | | | | | | | |
| Allocated Positions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0% |

Significant Changes

- The proposed revenue budget for Other Financing Sources has decreased due to anticipated transfer of Headwater Liquidity funds to the Headwaters Grant Fund for grant award disbursements.
- The proposed revenue budget for Other Financing Sources has increased due to
- The proposed expenditure budget for Other Charges has increased due to anticipated increase in Headwaters Fund grant award disbursements.

Personnel

There are no personnel changes.

PROJECTED SOFT COST EXPENDITURES FOR THE HUMBOLDT BAY HEAVY LIFT MARINE TERMINAL PROJECT

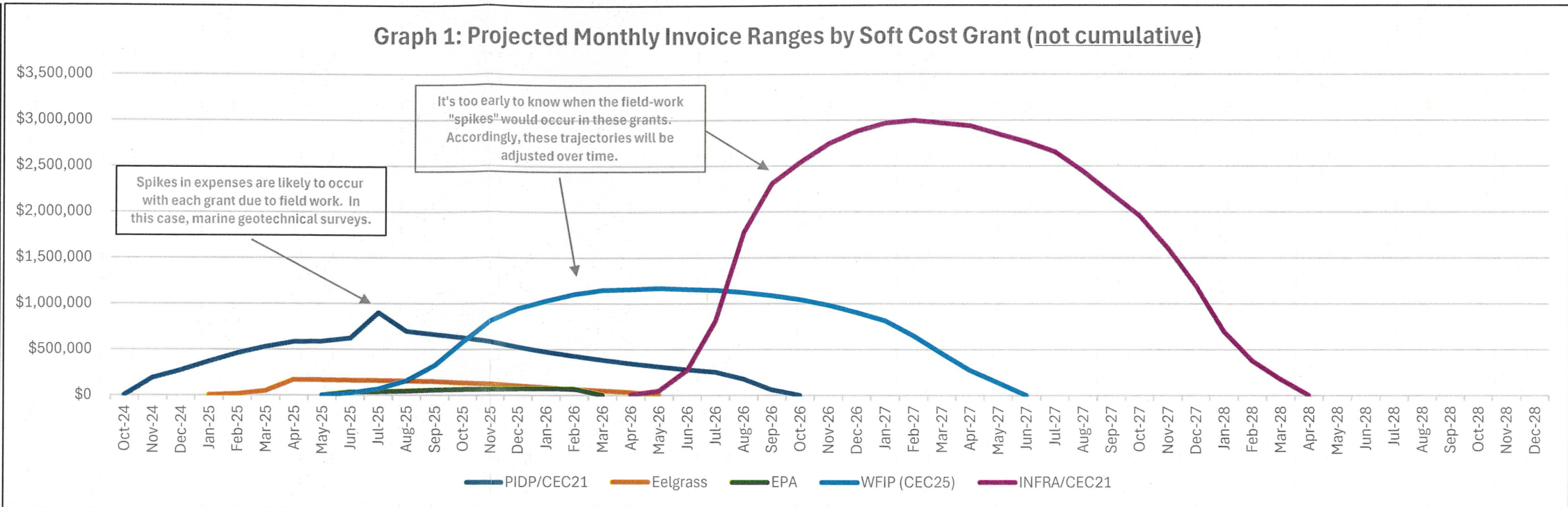
OVERALL SUMMARY

The Harbor District is actively managing six distinct grants associated with the Humboldt Bay Heavy Lift Marine Terminal project. The first grant (CEC21) is used to enhance two of the other grants and is billed concurrently with those. Each of the six grants has different total budgets and different start/end dates. The purpose of this dashboard is to estimate the trajectory of grant expenditures over the coming three years to determine cashflow needs. The contents of this dashboard are rough estimates and subject to change.

| Grants | CEC 21 | PIDP | Eelgrass Mitigation | EPA Phase 1/2 | WFIP (CEC 2025) | INFRA |
|--------------------|------------------------------|---------------------------|--------------------------|-------------------|------------------------------|-------------------------------|
| Funding agency | California Energy Commission | MARAD (Fed DOT) | Caltrans | Federal EPA | California Energy Commission | MARAD (Fed DOT) |
| Total value (soft) | \$10,450,000 | \$8,672,986 | \$1,500,000 | \$500,000 | \$18,250,00 | \$426,000,000 |
| Due date | | | | | | |
| Purposes | Studies, Permits, Design | Studies, Permits, Design | Studies, Permits, Design | Studies, Sampling | Studies, Design, Engagement | Studies, Design, Construction |
| Notes | Match to PIDP and INFRA | \$10,997,000 w/ CEC match | | | | Soft costs = \$44,000,000 |

Summary of Graph 1

Graph 1 displays the projected monthly invoices that the District is likely to receive from consultants associated with each of the six grants. The graph emphasizes how each of the grants overlap with one another in their start and end dates. Note that each grant's peak monthly expenditures occur at different times.



Projected Peak Monthly Expenditure and Month of Peak Expenditure

| | | |
|-------------------------------|-------------|---------------|
| PIDP (and portion of CEC21): | \$900,946 | July 2025 |
| Eelgrass: | \$165,750 | April 2025 |
| EPA: | \$71,500 | December 2025 |
| WFIP (CEC25): | \$1,167,142 | May 2026 |
| INFRA (and portion of CEC21): | \$2,992,961 | February 2027 |

Summary of Graph 2

Graph 2 displays the cumulative cashflow demand from all grants. This establishes the estimated total peak cashflow demand, which presumptively occurs at around \$3,750,000 in late 2026 and early 2027. Through 2025 and early 2026, the estimated peak is around \$1,600,000. The start date and overall schedule of each grant is affected by the others, so a delay early in the sequence could cascade into the future. Such a cascading schedule delay would likely flatten the peak cashflow demands. It is unlikely (and not projected) that all of the grants would be active simultaneously. Though, four of the grants will likely be concurrently active and billing from mid-2025 through mid-2026.

