

MINUTES
TRI-AGENCY ECONOMIC
DEVELOPMENT AUTHORITY
REGULAR SESSION, Wednesday, March 30, 2011

Members Present: Kelly Schellong, City, Alternate
Scott Feller, Harbor, Chairman
Mike Sullivan, County, entered at 5:05 p.m.
Kathryn Murray, City
Jim Ramsey, Harbor
David Finigan, County, Secretary/Treasurer

Members Absent: Rich Enea, City, Vice-Chair

Others Present: William Renfroe, Tri-Agency Executive Director
Karen Phillips, PS Business Services
Sharon Treptow, Del Norte EDC
James Ketner, Del Norte EDC
Gretchen Stuhr, Deputy County Counsel
Megan Hansen, Triplicate

5:00 p.m. CALL MEETING TO ORDER:

1. Consider public comments regarding closed session. Conduct a closed session with counsel to discuss and receive advice regarding real property negotiations pursuant to Government Code Section 54956.8. Property: 400 Front Street. Agency negotiator: Exec. Dir. Renfroe
Negotiating Parties: Tri-Agency with the Green Star Project. Under negotiation: Property sale.

Chairman Feller called the meeting to order at 5:00 p.m. in regular session. There were no comments with regard to the closed session agenda. The regular session was recessed and immediately convened in closed session at 5:00 p.m.

2. Call meeting to order in regular session and conduct the pledge of allegiance.

The closed session was adjourned at 5:15 p.m. and immediately reconvened in regular session. Counsel announced that no final action was taken during closed session. Commissioner Schellong conducted the pledge.

PUBLIC COMMENT PERIOD/STAFF REPORT:

3. ANY MEMBER OF THE AUDIENCE MAY ADDRESS THE BOARD ON ANY MATTER EITHER ON OR OFF THE AGENDA THAT IS WITHIN THE BOARD'S JURISDICTION. After receiving recognition from the Chairman, please clearly state your name and address for the record. Please limit your comments to five (5) minutes and speak clearly into the microphone. Public comment on items of interest to the public, within the subject matter jurisdiction of the Board of Governors and not otherwise appearing on the agenda are acceptable. However, no action may be taken on any item not appearing on the agenda.

The following persons addressed the commission: None.

4. Report from Executive Director on matters or activities may include, but not be limited to: reporting on activities for Harbor, Airport, Broadband, Wastewater Treatment, Hwy 101/199 (HAS199.COM) or other issues as necessary and appropriate as well as assignments given out over previous meetings, i.e. sewage treatment plant, micro-enterprise loan fund, and commercial and industrial land inventory, among others. **

The executive director's report including discussion of the following matters:

- A. Harbor Update*** – Harbor Commissioners mentioned that they believe that they have come up with enough damage to qualify for federal disaster relief funding. The dredging of materials will need to be hauled to Medford raising the fees substantially. There have been 17 boats taken possession of and several are still underwater at this time. Some of the boats are being destroyed and some are being dry docked. Discussion was held regarding the Harbor fine-tuning its policies regarding insurance for all vessels. Yes, they will be looking at such a policy and they are taking possession of vessels that had liens against them before the tsunami. The Harbor staff is working with the Army Corps of Engineers regarding the dredge spoils and dredging.
Pilings are being taken out and 1,400 gallons of fluid and 20+ dumpsters of material have been removed. Fish and Game and Coast Guard will be on site for the next two weeks. CalEMA and the feds are talking, but there is no real statement that we are "there" yet.
 - i. Tsunami Impacts
- B. Airport Update*** –
 - i. Airport Improvements Funding – CDBG & ICDBG options considered
 - ii. Final FAA eligibility determination yet to be made
- C. Sewer Update*** –
 - i. Final connection to WWTP pending – Alber has signed the permit.
- D. Highway 199 Update *** – Projects continuing as planned – Work is on target.
- E. .com (Broadband) Update *** –
 - i. Continuing discussions on the "Gasquet Gap"
 - ii. Telecom Route Redundancy Teleconference - Grunberg, Irwin– ¾ - Hoping to have the Gasquet Gap closed this year and Congressman Thompson's staff are assisting in this process as well as PacifiCorp.
- F. Lands Inventory Update *** – No progress – Need person for data entry.
- G. PIO Activities Update *** – No activity
- H. Web Site Updates*** – CEDS goals & objectives proposed revisions
- I. Business Expansion and Retention Program (BEAR) Update *** –
 - i. Green Star Project Update – working with two owners so they can bring equipment here and move in. They are working on an offer to SBA and Tri-Agency to purchase the building. Staff is working on finding funding for those businesses that lost money and their employees for lost wages due to the tsunami. Loans only are available.
- J. Micro Loan Program Update *** – County Enterprise Fund CDBG application submitted March 28, \$200,000 was requested in the application.
- K. Community Event Commission Update *** – Crab Festival re-scheduled - 4/2, event was moved due to the tsunami.
- L. HAF/DNEDC transition** – Completed, final signatures have been received, just need final numbers.
- M. Woody Biomass** – RAC grant decision pending, 50% of the application was funded. PTA grant will be requested through County CDBG process.
- N. CEDS** – Strategy committee meeting to be scheduled
- O. Contacts, Meetings & Public Events of Note:**
 - a. Sandra Jerabek – Resource Advisory Committee (RAC) project– 2/24
 - b. Airport financing – Bernard, Galatioto, Hemmingsen, Finigan, Carnegie – 2/24
 - c. County CDBG Grant Application – Carnegie – 2/24
 - d. Visitor Bureau Committee – Exec. Dir. Application Review – 2/25
 - e. Ron Phillips – Harbor Master Resignation – 2/28

- f. RAC Cellulosic Ethanol presentation – 2/28
- g. Michelle Radison – County Historical Society – 3/1
- h. Roy Tedsen – Surfside & Green Star Project – 3/1
- i. Harbor Commission Meeting – Harbor Master Accomplishments –3/1
- j. Harbor Master – Departure Discussion– 3/2
- k. Tri-Agency Budget - Galatioto – 3/2
- l. Debbie Coggins – USDA Business & Industry Loan Program – 3/2
- l. Hambro – Reichlin & Freeman – 3/2
- m. CDBG Program Meeting – HCD Representatives & Others – 3/3
- n. Visitor Bureau Committee – Exec. Dir. Interviews – 3/4
- o. John Irwin – USDA Broadband NOFA – 3/8
- p. Eric Weir – Downtown Shopping District Signage – 3/8
- q. Green Star Project – Tedsen, Phillips, Hintz – 3/9
- r. Visitor Bureau Committee Meeting – 3/9
- s. Gary Milliman, Brookings City Manager - Economic Development – 3/10
- t. Planning Commission Meeting – Zoning Change – Light Industrial Consideration – 3/10
- u. Tsunami – 3/11
- v. Tsunami Cost Estimate Meetings – 3/12
- w. Tsunami Cost Estimate Meetings – 3/13
- x. Tsunami Cost Estimate Meetings – 3/14
- y. Tsunami Town Hall Meeting – 3/14
- z. Business Interruption Cost Data Collection w/Chamber & Others – 3/12 - Ongoing
- aa. Soliciting Funds From NGOs For Operating Expenses - 3/12 – Ongoing
- bb. County CDBG Grant Application Elements – 3/19
- cc. Visitor Bureau Financial Meeting – 3/23
- dd. RAC Meeting – 3/28
- ee. Regular attendance at:
 - i. Del Norte County Board of Supervisors
 - ii. Crescent City Council Meetings
 - iii. Harbor District Commissioners Meetings
 - iv. Border Coast Airport Authority Board Meeting

P. Upcoming events/activities:

- a. CALED Annual Conference April 27 – 28, Sacramento, Executive Director is planning on attending both conferences.

CONSENT AGENDA (Items are considered routine in nature and voted on in one motion):

Consider public comments or requests to pull matters from the consent agenda for separate action.

- 5. Consider and receive the Treasurer’s Report and consider and receive the *Chetco Federal* statement, covering the period February 1, 2011 through January 28, 2011 showing cash and money market assets. **
- 6. Consider and adopt the Tri-Agency EDA minutes of the regular session of February 23, 2011 and special session of February 25, 2011. **
- 7. Consider and adopt the monthly expenditure reports from Humboldt Area Foundation for the month ending February 28, 2011.

There were no comments or requests regarding the consent agenda items.

On a motion by Commissioner Sullivan, seconded by Commissioner Schellong, and unanimously carried on a polled vote, the Tri-Agency EDA approved and adopted the consent agenda, consisting of

items 5-6, was approved as presented. Item 7 was not available in time for the meeting as was tabled until the next meeting for approval.

BUSINESS ACTIVITIES/ADMINISTRATIVE:

8. At the recommendation of our auditor, all Tri-Agency bank accounts have been consolidated with a single entity and that entity is the Del Norte Economic Development Corporation (DNEDC). DNEDC manages both checking and saving accounts for Tri-Agency at Chetco Federal Credit Union. Consider and authorize Sharon Treptow and James Ketner of DNEDC to transfer funds between Tri-Agency savings and checking accounts as needed.

Executive Director Renfroe reported on the need for written authorization between the funds as requested by the bank. Currently, funds are put into a savings account and then moved to the checking account as needed. The savings account receives a small interest rate, whereas the checking account receives no monthly interest.

On a motion by Commissioner Sullivan, seconded by Commissioner Schellong, and unanimously carried on a polled vote, the Tri-Agency EDA approved and authorized Sharon Treptow or James Ketner to transfer funds between Tri-Agency's savings and checking accounts as necessary to conduct Tri-Agency business.

9. Whereas Humboldt Area Foundation is no longer the fiscal agent for the Tri-Agency, consider and adopt amendments to MOUs with the City, County, and Harbor District changing the designated fiscal agent for the Tri-Agency to the Del Norte EDC, located at 882 H Street, Crescent City, CA. DNEDC's employer identification number is 94-2406745. **

Discussion was held regarding the amendment to the MOU's with the City of Crescent City, County of Del Norte and the Crescent City Harbor District, which would designate the fiscal agent for Tri-Agency as Del Norte EDC.

On a motion by Commissioner Sullivan, seconded by Commissioner Schellong, and unanimously carried on a polled vote, the Tri-Agency EDA approved and authorized the Chairman and Secretary/Treasurer to sign the MOU's as presented with the name of the current Chairman of the Board of Supervisors and document title corrections.

10. Consider and adopt the draft FY 2011-2012 Tri-Agency EDA Budget as presented, or as amended at the meeting. Take other action as necessary and appropriate with regard to the budget and payment of invoices. **

Discussion was held regarding the Tri-Agency draft 2011-2012 budget. This is a bare bones budget and does not include much, other than the salary for the executive director. We will not know until later in the fiscal year whether or not we will have the CDBG administrative (\$30,000) funds for next year. Discussion was held regarding what was going to happen if the CDBG funds did not get approved. Commissioner Finigan stressed that it is time to have a meeting regarding what the community is doing to support community development and who is feeding at the trough. The Crescent City/Del Norte Chamber of Commerce is supposed to support the businesses and the businesses are supposed to support the Chamber. He would like to review the missions and see if

there needs to be a combination of offices to strengthen the work. The Chamber, Visitors Bureau and Tri-Agency funds should all be added up and discussed. The budget was tabled until next month for further discussion and fine-tuning.

11. Consider and discuss an Annual Action Plan Strategic Update meeting. Give direction to Staff.

Discussion was held regarding the Annual Action Plan Strategic Update. A sample agenda was handed out for the meeting. The meeting will be held on the 25th of April at 4:00 p.m. just prior to the regular meeting. Commissioner Finigan encouraged the executive director to ask how much the other agencies would be willing to contribute.

12. Consider and receive a report regarding the Tri-Agency Tsunami Economic Development activities. No action is necessary.

The Small Business Administration folks have moved into the Harbor at the art gallery and are open for business. Local folks can apply for funding due to the loss of business from tsunami and subsequent forced evacuation. There are monies available for fishermen as well as food banks and power bill assistance. Businesses that had to close the day of the tsunami in the downtown area and the loss of income has yet to be calculated. Unfortunately, those businesses that did not get "wet" cannot use their insurance to collect for the loss of business because the insurance companies consider the event did not occur even though they had to evacuate, because they did not suffer damage to their facilities. The executive director continued with a report regarding the economic development activities surrounding the recent tsunami. Commissioner Murray said Senator Chesbro is introducing AB1429 for tsunami relief. The Chamber is having their Economic Summit on Monday, April 11th. Commissioner Finigan Chesbro bill for Smith River Rancheria to join the Border Coast Airport JPA will be heard soon. He was also able to meet with legislators and they suggested that we meet with locals to create a plan for the airport to stage the work. Commissioner Finigan also indicated that the Office of Emergency Services may have an office at the new airport terminal due to funding opportunities. It was felt that it would be a good place for the office if all other transportation routes were cut off and funding could be obtained to help build the terminal building for that purpose. Commissioner Sullivan spoke regarding SB700, which was reintroduced by Doug LaMalfa. Commissioner Feller noted that Rural Human Services received \$25,000 in assistance funding and Safeway has \$20,000 in gift cards to aid the fishermen and those displaced by the tsunami. Senator LaMalfa will be in Del Norte County on the 19th and 20th of April to discuss local issues. His new office is located at 1080 Mason Mall, Suite 4B, Crescent City.

LOAN ADVISORY BOARD: None

COMMISSIONER REPORTS:

13. This agenda item allows the staff and commissioners the opportunity to discuss items of general interest, provide a reference or other resource, ask for clarification or request staff report to the board of governors on a certain matter on a future agenda.

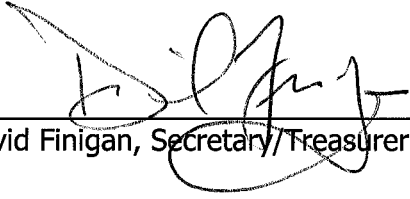
The following reports were made: Commissioner

ADJOURN:

14. Adjourn the meeting to the next regular session scheduled for April 27, 2011 at 5:00 p.m.

There being no further business to come before the Commission, Chairman Feller adjourned the meeting at 6:17 p.m. until April 25, 2011.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D. Finigan', written over a horizontal line.

David Finigan, Secretary/Treasurer