



HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS
Regional Transportation Planning Agency
Humboldt County Local Transportation Authority
Service Authority for Freeway Emergencies
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Humboldt Bay Trail Fund Committee Meeting Record

February 13, 2025, 1:00 p.m.

Present: Emily Sinkhorn, Rees Hughes, Lily Judevine, Donna Wood, Karen Underwood

Staff: Amy Eberwein

Absent: Hank Seeman, Dennis Rael

1. Introductions
2. Additions or updates to the agenda
It was noted that there was no enclosure for agenda item #6.
3. Review Meeting Record of September 2024 meeting
Approved unanimously
4. Humboldt Bay Trail Updates
The committee discussed tentative dates for the continued construction of the trail and the grand opening. Emily discussed the status of the Annie & Mary Trail. Karen mentioned that the Bay Trail South project is looking for an agency to take on the project.
5. Fund Balance Reporting as of July 31, 2024 - \$546,880.27
 - Expendable - \$128,913.13 (previous \$133,460)
 - Endowed - \$417,967.14 (previous \$381,156)

Discussion was held regarding transferring from endowed to expendable to replenish funds spent on grant awards. The guidance document states: "HAF's current policy is to annually make available for expenditure 4% of the balance in the endowed portion of the Fund, averaged over 16 trailing quarters." HCAOG staff were directed to reach out to HAF to initiate the process of transferring the maximum 4% from the endowed to the expendable funds. This will become a regular agenda item each February.

A discussion was held regarding the potential reprieve of the Humboldt Bay Trail Working Group after the grand opening with the potential to revive the group during major milestones or urgent needs.
6. Humboldt Bay Trail Fund Participation in Bay Trail South Grand Opening
A discussion was held regarding potential advertisement for the Bay Trail South Grand Opening. **Motion was made** by Lily Judevine to allocate up to \$1,200 from the Bay Trail Fund towards advertisements and outreach. Karen Underwood seconded. All were in favor. HCAOG will facilitate invoicing to the Fund.

7. Discuss Membership Recruitment

The committee discussed unsuccessful attempts to recruit new members. HCAOG staff offered to assist in a new recruitment process which includes creating a press release, social media blurbs, and an application form. The recruitment effort will initiate in April and will be labelled as “open until filled”. The application deadline will be the end of July and applications will be forwarded to the committee and at that time it will be decided whether a separate meeting is needed to review the applications. Successful applicants will be invited to the next meeting in September.

* Agenda Items 8 & 9 were swapped due to time limit of some members

8. Review and Consider Approving HBTF Proposals

City of Eureka – Discussion took place about the likelihood of vandalism, timing of installation, and signage and wayfinding. **Motion was made** by Rees Hughes to approve funding with the exception that installation should be concurrent with the opening of the new Grace Marton park and that there should be wayfinding signs to ensure that trail users are informed of its location. Emily Sinkhorn seconded. All were in favor with Donna Wood abstaining.

Humboldt Trails Council – Discussion took place regarding the current amount available from previous grant awards for the VTS Coordinator position. Grant funds that ended in 2023 are still being used to cover those payments. Grant funds for 2023 through 2025 in the amount of \$15,406 are still available. **Motion was made** by Donna Wood to approve funding for this proposal with the stipulation that funding from the grant award ending in 2023 be returned to the fund and that all VTS Coordinator payments from 2024-2025 be pulled from the grant award ending in 2025. Rees Hughes seconded. All were in favor with Karen Underwood abstaining. HCAOG staff will reach out to Humboldt Trails Council to discuss how this will affect their books.

9. Tools and Storage Needs Discussion

Discussion took place regarding the need for new tools and storage locations. Emily indicated that City of Arcata would be willing to contribute funds towards new tools. Rees will work with Donna to explore potential storage locations. There is a potential to form an ad hoc group to further discuss this topic.

10. Review Action Items and Schedule Next Meeting

The next meeting will take place on Thursday, September 11, 2025.