



**HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS**  
**Regional Transportation Planning Agency**  
**Humboldt County Local Transportation Authority**  
**Service Authority for Freeway Emergencies**  
611 I Street, Suite B  
Eureka, CA 95501  
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www.hcaog.net

Humboldt Bay Trail Fund Committee Meeting  
September 9, 2021, 1:00 p.m.  
Zoom

**1. Present:**

Hank Seemann, Chair	County of Humboldt
Emily Sinkhorn	City of Arcata
Donna Wood	City of Eureka
Michael Proulx	Humboldt Trails Council
Roger James	Humboldt Bay Trail Fund Working Group

**Staff:**

Beth Burks	HCAOG
Stephen Luther	HCAOG
Rachael Garcia	Humboldt Trails Council, Trail Coordinator

**Absent:**

Dennis Rael	Community Member
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1. Introductions
2. Review Minutes from February 18, 2021 Meeting  
The Committee approved the meeting minutes.
3. Fund Balance Reporting as of December 31, 2020 - **\$504,933.97**
  - Expendable - \$148,062.17
  - Endowed - \$356,871.80Members commented on how extraordinary it is to have reached the milestone of over \$500,000 prior to construction of Bay Trail South.
4. Discuss Fund Management
  - a. Brief history on fund creation (encl- Humboldt Bay Trail Fund Guidance Document)
    - i. To date \$55,000 has been approved through grants
  - b. Setting up separate accounts for expendable and non-expendable funds
  - c. Do we want target range for spending?

Desire for fund to be sustainable and continue to grow, but also be available for immediate funds (i.e. emergency repairs, necessary maintenance)

HAF administering fund- they get a lot of requests for information and have to track expendable and endowed. HAF approached Bay Trail to ask if Fund could be split into two to facilitate their record keeping. Roger commented that situation may still require some explanation to the public.

Emily asked how that would effect donations on HAF website. May be appropriate to designate point person on BTF side to communicate with public. Consensus that committee supports change.

4-year old guidance document laid out priorities- on one hand, want to remain true to original donors but on the other hand want to update to align with current practices.

Can change to expand scope of fund distribution. For instance, creating process to withdraw money for use in fundraising efforts by Bay Trail Fund Working Group. Committee agreed that creating administrative allowance was preferable to creating a new funding category in the RFP.

-Emily suggested maximum overhead percentage for admin costs i.e. 1%.. Michael proposed revising guidance to expand fund eligibility to all trail maintenance, not just those around Humboldt Bay.

-Hank authored original guidance and volunteered to make revisions with track changes and bring back to committee for discussion in February.

#### **5. Discuss Humboldt Bay Trail Fund Grant Solicitation**

Should we do grant solicitation for 2022? Yes, HTC will apply for grant to support trail summit and volunteer appreciation items.

Need to clarify funding timeline for multi-year grants- ending in fiscal year or

Also need to clarify if funds are latent and can be moved around/applied flexibly/rolled over, etc. Having option for amendments is appreciated. Funds that aren't expended remain in fund and are still usable at later date.

Emily mentioned putting out grant solicitation is good publicity for fund.

Committee agreed to move forward with grant solicitation for 2022, with Executive Director Burks making necessary clarifications to timelines and requests.

Past years went out in December, due in February

If multi-year request, please have spending plan split by year

Denise Newman is contact for fund solicitation. Remaining funds can be used for next year

#### **6. Recruitment for vacant Community Member Committee seat**

Discussed status of Carol- too busy

Roger proposes approaching members of Bay Trail Fund Working Group and inviting those members to sit on this Committee.

Have open invitation concurrent with solicitation for proposals. Consensus to announce vacancy during grant solicitation.

Process; letter of interest saying why they're interested, background/experience with trails, and what perspective they envision bringing. Committee will review and make decision at Feb. meeting

#### **7. Review Action Items and schedule next meeting**

- a. HCAOG staff will prepare grant solicitation and make any necessary changes to application submittal instructions
- b. Hank Seemann will communicate with HAF that it is ok to split expendable and endowed funds into two accounts.
- c. HCAOG will include announcement for vacancy of community member position.
- d. HCAOG staff will prepare a Press Release
- e. Next meeting is February 10, 2021 at 1 p.m.

The meeting adjourned at 2 p.m.