



BOARD OF DIRECTORS MEETING
Friday, March 16, 2018, 10:00 A.M.
San Pedro Municipal Building
638 S. Beacon Street, Room 452

BOARD MEMBERS:

David Sloane, Chair; Gisele Fong, Vice Chair; David Thornburg, Treasurer; Ed Avol, Secretary; Angelo Logan, Director Cristin Mondy, Director; and Jayme Wilson, Director

HCBF: Meghan Reese, Executive Director; Tamanna Rahman, Program Assistant

LEGAL COUNSEL: Michael Jenkins, Jenkins & Hogin LLP

AGENDA

ITEM A. PUBLIC COMMENT ON NON-AGENDA ITEMS

ITEM B. STAFF REMARKS

ITEM C. BOARD MEMBER REMARKS

ITEM D. GUEST PRESENTATIONS

CONSENT ITEM(S)

**ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED FEBRUARY 16th
(Attachment 1)**

Recommendation to Board: Approval of the minutes of the HCBF Board meeting February 16, 2018.

**ITEM 2. REVIEW AND APPROVAL OF REQUEST TO CONSENT TO NEW CONTRACT WITH BEST, BEST &
KRIEGER LLP**

SUMMARY: HCBF Legal Counsel Michael Jenkins is requesting an amendment to the original Legal Services Agreement with HCBF. The amendment does not create a change in current services or fees with Jenkins & Hogin LLP. A copy of the following documents is included for review:

1. Staff Memo
2. Amendment No. 1 to Legal Services Agreement
3. Letter from Michael Jenkins Requesting Assignment

Recommendation to Board: Review and approve the Amendment No. 1 to the Legal Services Agreement between the Harbor Community Benefit Foundation and Jenkins & Hogin LLP to consent to an assignment to Best, Best, & Krieger LLP of the agreement.

REGULAR ITEM(S)

ITEM 3. APPROVAL FOR PHASE 2 OF ROUND 5 GRANT – SHAREFEST COMMUNITY DEVELOPMENT, INC

SUMMARY: On June 9, 2018 the HCBF Board voted on Community Benefit Round 5 recommendations from Staff. That recommendation included a grant to Sharefest Community Development, Inc for a landscaping project in San Pedro. The Port of Los Angeles flagged the area as a potential land slide risk. Port staff recommend funding the project in two phases so that the engineering department could review the plans before moving forward with implementation. Board members voted on September 1, 2018 to move forward with Phase 1.

Recommendations to Board:

1. **Approve Staff to award Phase 2 of Sharefest’s grant in the amount of \$80,480.**
2. **Authorize the Executive Director to:**
 - a) **report to the Board of Harbor Commissioners (BOHC), requesting final approval of the Sharefest Phase 2 grant,**
 - b) **execute a letter to the BOHC to approve the distribution of funds (\$42,393) in one lump sum transfer from the Port Community Mitigation Trust Fund to HCBF, and,**
 - c) **fully execute and administer the Grant Agreement between HCBF and Sharefest from Round 5 of the Community Benefit Grant Program.**

ITEM 4. REVIEW AND APPROVAL OF AIR QUALITY MITIGATION TRUST FUND RFP

SUMMARY: The China Shipping ad-hoc committee, consisting of Angelo Logan, Ed Avol, and Jayme Wilson, along with HCBF staff, have completed the Draft Request for Proposals for the China Shipping funds. The intent is to identify and hire a technical consultant to provide advice and guidance to HCBF, and to provide final comments on the RFP before it is released. The RFP development process involved feedback from HCBF’s ad-hoc committee, previous HCBF Board Member Sean Hecht, CARB and SCAQMD representatives, the China Shipping Petitioners, and is currently being reviewed by the Port of Los Angeles’ Environmental Division.

This item is continued from the previous board meeting on February 6th, 2018. The attached RFP reflects feedback from board members and petitioners. A copy of the following documents is included for review:

1. AQMF RFP

Recommendations to Board:

3. **Review and approve the AQMF RFP, to be released following the identification of a technical consultant.**
4. **Authorize the Executive Director, with guidance from the ad-hoc committee, to incorporate revisions to the final RFP based on technical consultant and Port of LA Environmental Management Division feedback.**

ITEM 5. APPROVAL TO USE UNRESTRICTED FUNDS FOR LAND USE WORKSHOP & TRANSLATION SERVICES

SUMMARY: On January 19th the Board approved Staff to move forward with the translation of key excerpts from the Land Use Report, including translation services at the upcoming Land Use workshop, and to utilize the approximate \$10,000 remaining in the Land Use account. The Port of Los Angeles has expressed disapproval of any use of PCMTF funds on activities to further use or implement the Land Use Study. Without admitting agreement that the use of PCMTF funds for this purpose is improper, Staff recommends moving forward with the workshop by using unrestricted funds. Staff compiled a list of up to date estimates for translation services and the workshop.

A copy of the following documents is included for review:

1. Staff Memo – Land Use Workshop Cost Estimates

Recommendation to Board: Authorize Executive Director to use unrestricted funds to not exceed \$13,500.

ITEM 6. APPROVAL TO REINSTATE SINGLE SIGNING FOR INTERNAL TRANSFERS WITHIN JP MORGAN

SUMMARY: A revised Entity Resolution Certificate was signed following the previous Executive Director's departure from HCBF. The revised resolution was missing special instructions allowing continued single signing for internal transfers. Single signing for internal transfers allows the Executive Director to transfer HCBF funds internally at JP Morgan. The attached document reinstates the special instructions.

A copy of the following documents is included for review:

1. Entity Resolution Agreement

Recommendation to Board: Vote to approve the Entity Resolution Agreement reinstating single singing for internal JP Morgan transfers.

ITEM 7. MEETING ADJOURNMENT

Next Meeting:

Friday, April 20, 2018
Wilmington Municipal Building
544 N. Avalon Blvd.
Wilmington, CA 90744

PUBLIC BOARD MEETINGS:

Public Input: An opportunity for the public to address the Board on Agenda items or other items germane to the business of the Board will be provided before or during consideration of the item. Members of the public who wish to speak on any item are requested to complete a speaker card for each item they wish to address, and present the completed card(s) to the Staff. A speaker will be limited to (3) minutes to speak on public interest items.

Agendas: Agendas contain a brief description items to be considered. Where Staff recommendations are made, please note that the Board may exercise its discretion to take action on any action item, up to and including final approval.

Quorum: 4 members of the Board constitute a quorum for the transaction of business. Consent items may be approved without discussion.

Regular Meetings: The Board shall meet regularly, typically on a monthly basis (times and locations To Be Determined). Agenda is subject to revision in accordance with the Brown Act. Agendas will be available in hard copy at the meeting.

Harbor Community Benefit Foundation does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, and translation services may be provided. If you require special assistance to participate in this meeting, you must submit your request in writing to the above address at least one week prior to the meeting.

HCBF can be contacted at (310) 997-7116. www.hcbf.org