



## HCBF BOARD OF DIRECTORS MEETING

Friday, October 23<sup>rd</sup>, 2020, 10:00 A.M.

The HCBF Board of Directors will participate in the meeting by teleconference.

**No physical location will be accessible for public meeting or public comments pursuant to Executive Order N-29-20 issued by Governor Newsom on March 17, 2020.**

### **HOW TO JOIN MEETING:**

- Register for the meeting at: [https://us02web.zoom.us/webinar/register/WN\\_tnh-CLBtR76FN6iKOrDXbg](https://us02web.zoom.us/webinar/register/WN_tnh-CLBtR76FN6iKOrDXbg)
- After registering, you will receive a confirmation email containing information about joining the meeting.

### **HOW TO PROVIDE PUBLIC COMMENT:**

- Members of the public are invited to participate in the meeting during public comment or on a specific agenda item.
- **By Email:**
  - If members of the public would like to submit a written comment, please send email to [tamanna@hcbf.org](mailto:tamanna@hcbf.org). In the "Subject" line of the email, please indicate whether you are submitting a general public comment or if commenting on a specific Agenda item. Please state the specific Agenda Item #. Include your **First & Last Name** and **organization/interest**.
  - We strongly encourage that emailed public comments be submitted by 9 a.m. on the day of the meeting. Once we receive your email, you will get a confirmation response.
  - Submitted written comments or materials will be forwarded to the Board members and Legal Counsel as they are received and will become part of the official record of the meeting.
- **If you would like to submit a public comment during the meeting:**
  - In the chat box, **send a message to the host (Tamanna Rahman)**, indicating that you would like to provide a public comment. Please let us know if you are submitting a **general public comment** or if you wish to provide comment on a specific Agenda item (state the **specific Agenda Item #**). Include your **First & Last Name, organization/interest, and email/phone** in case follow-up is needed.
  - Requests for public comments must be submitted prior to the public comment portion of the agenda (Item A). Comments on specific agenda items must be submitted prior to the discussion starting on that agenda item.
  - HCBF Staff will announce the name of the commenter when it is their turn to speak. Please note that each speaker will be given the usual 3 minutes to address the Board in their comment.
- More information on this process and further guidance, please visit <https://hcbf.org/agenda>. If you have questions, please contact Tamanna Rahman, Program Director, at (310) 997-7116 or [tamanna@hcbf.org](mailto:tamanna@hcbf.org).

**BOARD MEMBERS:** Gisele Fong, Chair; Ed Avol, Vice Chair; Jayme Wilson, CFO/Treasurer; Cristin Mondy, Secretary; Angelo Logan, Director; Richard Havenick, Director; and Gabriela Medina, Director

**HCBF STAFF:** Meghan Reese, Executive Director; Tamanna Rahman, Program Director

**LEGAL COUNSEL:** Michael Jenkins; Best Best & Krieger.

## AGENDA

### ROLL CALL

### ITEM A. STAFF REMARKS

### ITEM B. PUBLIC COMMENT ON NON-AGENDA ITEMS

### ITEM C. BOARD MEMBER REMARKS

### CONSENT ITEM(S)

#### **ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED SEPTEMBER 25<sup>TH</sup> 2020 (ATTACHMENT 1).**

**Recommendation to the Board: Approval of the HCBF Board meeting minutes dated September 25<sup>th</sup>, 2020.**

#### **ITEM 2. FINANCIALS FROM Q3 OF 2020 (ATTACHMENT 2)**

**SUMMARY:** A copy of the following financial reports, through September 30th, 2020 are attached for the Board to approve. The attached documents have been previously reviewed by HCBF's Executive Director, Board President, and CFO.

1. Q3 of 2020 Financials

**Recommendation to the Board: Approval of the financial reports through September 30, 2020.**

### REGULAR ITEM(S)

#### **ITEM 3. ANNUAL HCBF OPERATIONS BUDGET DISCUSSION (ATTACHMENT 3)**

**SUMMARY:** HCBF Board members shall review and discuss the draft 2021 annual operating budget. The final versions of the budgets will be presented to the Board for approval at the upcoming board meeting.

1. Staff Memo: 2021 Draft HCBF Operating Budget

#### **Recommendation to the Board:**

1. Approve and adopt the 2021 HCBF Operating Budget totaling **\$291,471**;
2. Authorize the HCBF Executive Director to carry forward anticipated unused funds, in the amount of \$28,495, from the 2020 operating budget to be combined with a transfer of \$30,845 from the AQMF Administrative Funds on hand, as approved in a separate board action.

3. **Authorize the HCBF Executive Director to:**
  - a) Present the 2021 annual operating budget in the amount of \$291,471 to the Los Angeles Board of Harbor Commissioners (BOHC), **requesting concurrent approval of the transfer of \$232,491 from the PCMTF to HCBF to sufficiently fund the 2021 annual operating budget; and**
  - b) Execute a joint letter with the BOHC, or its designee, to authorize JP Morgan Private Bank to distribute funds in one lump sum transfer from the PCMTF to HCBF, in an amount not-to-exceed **\$232,491**, to sufficiently fund the administrative needs of its 2020 annual operating budget.

#### **ITEM 4. AIR QUALITY MITIGATION FUND ANNUAL ADMIN BUDGET DISCUSSION (ATTACHMENT 4)**

**SUMMARY:** The China Shipping MOA requires that HCBF submit an annual budget to the Executive Director of the Harbor Department no later than the year anniversary of receipt of the advance administrative funds. A copy of the following document is attached for the Board's review and discussion:

1. Staff Memo: 2021 AQMF Annual Admin Budget

**Recommendation to the Board:**

1. **Approve the transfer of \$30,485** from the Bank of America AQMF Admin account to the HCBF Operations account for allowable allocated expenses for 2020; and
2. **Approve the 2021 AQMF Budget** in the amount of **\$83,156**, authorizing submission of the detailed budget report to the Executive Director of the Harbor Department, pursuant to Section 5.h of the Memorandum of Agreement.

#### **ITEM 5. AIR QUALITY MITIGATION FUND PROGRAM UPDATE**

**SUMMARY:** The Air Quality Mitigation Fund (AQMF) program provides approximately \$5 million for projects to reduce port-related air emissions in the San Pedro Bay area. July 2019, HCBF's Board of Directors approved HCBF Staff's recommendation to award \$823,050 of Air Quality Mitigation funds to Effenco Development, Inc. for rapid deployment of the electric active STOP-START technology system, which provides zero-emission operation of yard tractors when equipment is idling. This technology is being tested at the Yusen Terminal. Staff will update the Board on the status of the Effenco project as well as provide a general update on the Air Quality Mitigation Program.

#### **ITEM 6. MEETING ADJOURNMENT**

**NEXT MEETING:**

10:00 A.M., Friday, November 21<sup>st</sup>, 2020

**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](http://www.hcbf.org)