



**MINUTES OF THE
HCBF BOARD OF DIRECTORS MEETING**
Friday, October 23rd, 2020, 10:00 A.M.

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.

Meeting Called to Order: 10:05 AM

ROLL CALL FOR BOARD MEMBERS

Present: Gisele Fong, Chair; Ed Avol, Vice Chair; Jayme Wilson, CFO/Treasurer; and Richard Havenick, Director; Angelo Logan, Director; and Gabriela Medina, Director

Absent: Cristin Mondy, Secretary

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

LEGAL COUNSEL: Michael Jenkins; Best Best & Krieger.

ITEM A. STAFF REMARKS

- Community Benefit Round 7 approved applications will be on the Nov. 5th BOHC agenda as a consent item. Tamanna Rahman will be present at the meeting.
- Applications for the Healthy Harbor Communities Initiative Grant Program is due October 27th.
- HCBF has been matched with two CSULB student interns who will be focused on communications activities. HCBF also has another volunteer who is helping with the website update.

ITEM B. PUBLIC COMMENT ON NON-AGENDA ITEMS

- No public comment

ITEM C. BOARD MEMBER REMARKS

- Richard Havenick provided updates on the State's Advanced Clean Trucks Program and zero-emissions rules. Richard will review the document in further detail and will provide more updates.
- Jayme Wilson provided an update related to the AQMF Program and future discussions with the AQMF ad hoc committee.

CONSENT ITEM(S)

ITEM 1. REVIEW AND APPROVAL OF HCBF BOARD MEETING MINUTES DATED SEPTEMBER 25th, 2020 (Attachment 1).

Board voted to approve the HCBF Board Meeting Minutes dated September 25th, 2020, no revisions. Motion by Ed Avol. Seconded by Gabriela Medina. Jayme Wilson and Richard Havenick abstained due to absence. Motion carried.

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

Board voted to approve the financial reports through September 30th, 2020. No questions. Motion by Richard Havenick. Seconded by Jayme Wilson. Carried unanimously.

REGULAR ITEM(S)

ITEM 3. ANNUAL HCBF OPERATIONS BUDGET DISCUSSION

Meghan Reese presented the Draft 2021 Annual Operating Budget to the Board. Based on Board discussion on areas of need and program activities, Staff will plan a short and long-term planning session for an upcoming Board meeting (Dec 2020 or Jan. 2021). An ad hoc committee will be convened at a future meeting to inform the agenda and discussions for the planning session.

Board voted to:

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.

Motion by Jayme Wilson. Seconded by Richard Havenick. Carried unanimously.

ITEM 4. AIR QUALITY MITIGATION FUND ANNUAL ADMIN BUDGET DISCUSSION

Meghan Reese presented the 2021 AQMF Annual Admin Budget, as detailed in the Staff Memo. The Board voted to:

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.

Motion by Richard Havenick. Seconded by Ed Avol. Carried unanimously.

ITEM 5. AIR QUALITY MITIGATION FUND PROGRAM UPDATE

Tamanna Rahman provided an update on the AQMF Program. The release of AQMF Round 2 has been on hold. Staff will be scheduling an AQMF ad hoc committee meeting and will bring back any updates to the full Board in November. Regarding AQMF Round 1 grantee, Effenco Development Inc., Staff have received monthly reports and the first milestone report. There has been some delays due to the pandemic and Staff have processed the First Grant Amendment, which includes an updated scope of work and timeline.

ITEM 6. MEETING ADJOURNMENT

Next meeting scheduled for Friday, November 20th, 2020 at 10am.

Meeting adjourned at 11:12 am.

I have reviewed the above minutes for accuracy and approve them:

Gisele Fong, Chair

Date