

# **MINUTES**

January 29, 2014 Meeting  
of Harbor Collaboration Ad-Hoc Committee  
Eureka City Hall, Room 207

## **1. Welcome and Introductions**

- a. The meeting was opened at 3:20 p.m. by Facilitator Susana Munzell, of the Harbor Working Group. Susana welcomed the Committee members, and introduced Larry Henderson (who would be taking “action minutes” of the meeting) and Karen Brooks (who would be keeping “talking points” on pad and easel as directed by the Committee).
- b. Susana informed the Committee that the meeting would be recorded unless there was objection by the Committee. The recording is to be used only to confirm accuracy of the action minutes. Conditional on this agreement, there was no objection to record the meeting.
- c. Self introductions were given by the Committee members in attendance. They were:
  - City of Eureka Representatives Melinda Ciarabellini (City Councilmember) and Mike Knight (City Manager), and Alternate Marian Brady (City Councilmember).
  - County of Humboldt Representatives Virginia Bass (County Supervisor) and Dawn Elsbree (Headwaters Fund Executive Director), and Alternate Rex Bohn (County Supervisor).
  - Humboldt Bay Harbor, Recreation and Conservation District Representatives Mike Wilson (Commissioner) and Jack Crider (Chief Executive Officer).
  - Wiyot Tribe Alternative Representative Steve Kullmann

## **2. Review of Agenda**

- a. Susana reviewed the agenda with the Committee. Additions were requested for the meeting’s “desired outcomes.”

### **3. Desired Meeting Outcomes**

- a. Susana reviewed the meeting's "desired outcomes" suggested on the agenda:
  - ☐ Organization of the Committee
  - ☐ Understanding of the Working Group's role with the Committee.
- b. Other "desired outcomes" were added:
  - ☐ The Committee's purpose
  - ☐ The role of the agencies represented on the Committee
  - ☐ The agencies' expectations and goals with the Committee
  - ☐ Administration of the Committee
  - ☐ Meeting locations

### **4. HBHWG Statement of Purpose**

- a. Susana explained the purpose of the Working Group: To promote collaboration among local agencies and the community to create jobs by revitalizing the Humboldt Bay Harbor while protecting the environment. The Working Group's Statement of Purpose – including the Group's Vision, Mission, and Values – was displayed to the Committee (copy attached as part of the record).
- b. Susana also reviewed the role of the HBHWG in support of the Committee:
  - Provide assistance to the collaborative entity
  - Provide oversight, advocating for transparency, action-plan development, and plan implementation
  - Act as liaison between the community and the collaborative entity

### **5. Committee Purpose as Stated in the Resolution**

Susana displayed the common goal declared in the Resolutions adopted by all four local agencies in the collaborative entity: the County of Humboldt, City of Eureka, Harbor District, and Wiyot Tribe. The common goal is to create jobs and sustainable economic growth through Humboldt Bay's Harbor.

Comments were made to clarify that this common goal is that of the governing body of the individual agencies; and should not be deemed to be the Committee's purpose yet to be defined by the Committee.

## **6. Committee Organization**

### **a. Guidelines for Meetings**

The Working Group suggested that Rosenberg's Rules of Order be used for decision-making.

The Committee agreed to dispense with formal rules and reach decisions by consensus.

### **b. Committee Structure**

It was discussed and agreed that the Committee should have officers. By consensus of the Committee, Melinda Ciarabellini was appointed Chair, and Dawn Elsbree was appointed Vice Chair.

### **c. Naming the Committee**

The Working Group suggested that the Committee be named the "Association of Humboldt Harbor Agencies" or AHHA.

By consensus, the Committee tabled this matter to the Committee's next meeting.

### **a. Brown Act (re . Public Transparency)**

Susana reported that she has been advised that the Committee technically is not subject to the Brown Act, primarily because it is an ad hoc committee. However, she said, there are elements of the Brown Act that the committee may want to adopt for the sake of transparency (Note: The Brown Act embodies the philosophy that public agencies exist for the purpose of conducting public business, and the public has the right to know how its "collaborative decisions" are being made).

Comments were made that the Committee is not an official decision maker, that the Committee members will be reporting back to their respective governing bodies, and that the Committee's actions only will be recommendations to the respective governing bodies.

The consensus was that reporting of the Committee's business to the governing bodies adequately discloses the Committee's business to

the public, and that public posting of agendas and minutes is not needed.

Comments were further made that as an ad-hoc committee, the Committee has the choice to allow or not allow public participation; and that with the time constraints, the little time available to conduct business needs to be protected.

The consensus was that the Committee meetings will not be open to the public; with the exception that the officer running the meeting may – on her or his own discretion or on request of another Committee member – invite specific input by a non-Committee member.

b. Attendance

The Consensus was:

- A quorum would be 5 Committee members in attendance, and 3 of the member agencies represented, to conduct official business.
- Alternate representatives are encouraged to attend all meetings, although for a formal vote only two votes may be cast by each agency.

It was also the consensus that the Committee would have no requirements for continued membership, and no consequences for failure to attend meetings.

c. Administration of the Committee

The Working Group volunteered to continue to facilitate the Committee meetings and prepare agendas, minutes, and other documents as needed. Susana explained that the Working Group's motive is to minimize spending public money on the Committee and its business, and to maximize transparency of the Committee's work.

Mike Wilson volunteered Harbor District staff to prepare agendas, minutes, and other documents as needed. His explanation was that the District Commission budgeted \$5,000 for support of the Committee.

The consensus of the Committee was to accept the Harbor District's offer.

For clarification, Susana asked if the Working Group would still participate with the Committee. Chair Melinda Ciarabellini answered that because the meetings will not be open to the public, the Working Group will not be participating. The subsequent consensus of the Committee was that copies of the Committee's business materials and correspondence would be forwarded to Susana on behalf of the Working Group; and further that the Committee invites and encourages the Working Group to continue to act as community liaison to inform the public as to projects recommended by the Committee. Marian Brady, Alternate Representative of the Eureka City Council, will act as liaison between the Committee and the HBHWG.

## **5. Review of Memorandum of Understanding**

- a. Susana referenced the draft MOU that was under consideration by the four collaborative agencies.
- b. Following brief discussion, it was the consensus of the Committee:
  - ☐ That because the Committee has met and is organized to continue business, a MOU is not needed at this time.
  - ☐ That the Committee will reconsider a MOU when the Committee feels one is needed and appropriate.

## **6. Next Meetings**

### **a. Frequency**

It was suggested that the Committee meet quarterly, four times a year. After discussion, it was the consensus that to complete organization of the Committee and get clarity of the purpose and work plan, the Committee's next meeting should be sooner than three months after which a quarterly schedule will be considered.

### **b. Next Meeting**

The consensus was to meet again on the last Wednesday of February, the 26<sup>th</sup>, at 3:00 p.m.

c. Location

Mike Wilson volunteered the conference facilities of the Harbor District, with the explanation that the Harbor District has all the information, maps, and plans the Committee will likely want to reference, and that the District staff will be assisting the Committee to retrieve any document requested by the Committee.

It was the consensus to accept the Harbor District's offer, starting with the next meeting.

d. Next Meeting's Agenda

The agenda for the next meeting is to include:

- Committee Purpose and Expectations
- Committee Name

**8. Adjournment**

The meeting was adjourned at 4:25