

**Minutes**  
**RREDC Executive Committee**  
**August 13, 2009**

- I. Call to Order:** Chair Sherman Schapiro called the meeting to order at 4:03 p.m. a quorum was present.  
**Members Present:** Jill Duffy, Helen Edwards, Tyler Holmes, Sherman Schapiro, Frank Scolari  
**Members Absent:** Bruce Rupp  
**Staff Present:** Gregg Foster, Bonnie Smoller
- II. Approval of Agenda August 13, 2009 and the Minutes of July 30, 2009:** An item of urgency was discovered after the posting of the agenda for Aug. 13, 2009. It was requested that “Approval of Agreement between the County of Humboldt Headwaters Fund and RREDC” be added as item VI. B. It was moved to approve the agenda, with the addition, and the minutes of July 30, 2009. **M/S/P: Scolari/Edwards**
- III. Public Input – for non-agenda items**  
None
- IV. Closed Session**  
**A. PUBLIC EMPLOYEE APPOINTMENT: PERSONNEL:** With respect to every item of business to be discussed in closed session pursuant to California Government Code subdivision (f) of Section 54957.6. At 4:05 p.m. the group met in closed session with the intent of discussing a personnel matter concerning a former employee. **M/S/P: Holmes/Edwards**
- V. Reconvene in Open Session:** The group reconvened in open session at 4:10 p.m. No action taken. **M/S/P: Holmes/Edwards**
- VI. New Business**  
**A. Select Authorized Signers for RREDC Checking Account:** A motion was made to approve Gregg Foster as a signer on the RREDC checking account. **M/S/P: Scolari/Edwards**  
**B. Approval of Interagency Agreement between County of Humboldt Headwaters Fund and RREDC:** On June 20, 2006 the County of Humboldt approved a loan from the Headwaters Fund Community Investment Fund to the County of Humboldt Public Works for the purpose of Airline Terminal Expansion and Renovation.  
This interagency agreement between the County of Humboldt Headwaters Fund and RREDC is for the purpose of contracting RREDC to administer this loan. General administration tasks include loan servicing, record keeping, reporting and monitoring as necessary.  
A motion was made to approve the agreement as presented. **M/S/P: Scolari/Edwards**  
**C. Discussion of RREDC Goals and Priorities:** Gregg Foster reported what has been accomplished since taking on the directorship on Aug. 3 and asked for ideas of what information would be useful for the Aug. 24 Board meeting. Discussion centered on education for new board

members, coming to a common understanding for all members, future projects for RREDC and infrastructure needs.

**Accomplished in Aug 2009**

- Signed contract with David L Moonie Co. for 2008/2009 audit.
- Finalizing details for updated RREDC website.
- Began discussion with SBDC re purchase/options for new network server. **To do:** report on this at the September meeting.

**Goals**

- All Board members, new and experienced, need same level of understanding of RREDC: its purpose, funding, powers and limitations. And where RREDC fits in with other economic development agencies.
- More involvement from all board members.
- Clear understanding RREDC's role as the landlord of 520/530 E Street, the lease and subleases of the building.
- Update employee manual. In 2007 there was a draft version of a new manual which was never approved. **To do:** Gregg will get back the copy given to Jason Eads earlier this year.

**Projects**

- Investigate JPA and bylaws for possible connection to stimulus money.
- As a non-competitive agency RREDC helps bridge the gap between organizations which do not normally work together. **Idea:** re-establish city manager meetings.
- Board member survey of RREDC projects for current viability. Projects may expand, decrease or be eliminated. **To do:** Board to decide if survey is useful.
- Identify ways RREDC can best support state parks in danger of closure.
- Legal checkup – what does RREDC need as far as legal representation? **To do:** contact Wm. Bragg for current status. Bring to Board for direction.

Staff was asked to summarize this information to bring to the Aug 24 Board meeting.

**VII. Adjourn**

The meeting was adjourned at 5:15 p.m. **M/S/P:** Scolari/Edwards