



BOARD MEETING AGENDA

October 21, 2020 | 1:00 p.m. - 3:00 p.m.

REMOTE ACCESS ONLY MEETING

By Video: <https://us02web.zoom.us/j/84658276248?pwd=R2p5aDI6WVhpWTIDSmNUZkNieHQ3Zz09>

By Phone: Dial In: 1 (669) 900-9128 | Meeting ID: 846 5827 6248 | Password: 591488

GOVERNOR'S EXECUTIVE ORDER N-25-20

GOVERNOR'S EXECUTIVE ORDER N-29-20

RE CORONAVIRUS COVID-19

DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SONOMA TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, MEMBERS OF THE BOARD OF DIRECTORS WILL BE PARTICIPATING BY TELECONFERENCE INTO THE BOARD OF DIRECTORS MEETING FOR MAY 26th, 2020.

Should you want to submit public comment, do so by email before the Board Meeting is called to order. Please state the agenda item number that you are commenting on and limit written comments to three hundred (300) words or less. Comments can be sent to calvin.sandeen@sonoma-county.org. Written comments received prior to the meeting you wish to comment on will be read into the record.

1) CALL TO ORDER at 1:00

- 2) ROLL CALL: Present:** Mendocino: Mary Anne Petrillo yes, Brent Schults yes, Jon Frech yes, Sonoma: Mike Nicholls yes, Robin Bartholow yes, Lisa Badenfort yes, Jeff Kelly yes
- 3) Absent:** Mendocino - Joe Webb

Present: Board Appointed Member - Paul Castro (Term Expired July 21, 2020)

Administrative Staff Present: Sonoma EDB: Calvin Sandeen, Ethan Brown; **EDFC:** Diann Simmons, Jesse Burnett

Swearing in of new Board Members by Juanita Fong: All present, new and reappointed members

4) BOARD MEMBER REAPPOINTMENT – DISCUSSION/ACTION

The Sonoma Mendocino Economic Development District's Board of Directors originally appointed Paul Castro for a four-year term starting on July 21, 2016 and ending on July 21, 2020. This requires Board Action to reappoint Paul Castro for another 4-year term.

Aye: Approves the reappointment of Paul Castro as a Board Member

Nay: Rejects the reappointment of Paul Castro as a Board Member

Motion by: Brent Schultz to approve the reappointment of Paul Castro as a Board Member

Seconded by: Robin Bartholow

Public Comment: None

Roll-call: Mary Anne Petrillo aye, Brent Schultz aye, Jon Frech aye, Mike Nichols aye, Robin Bartholow aye, Lisa Badenfort aye, Jeff Kelly aye

Vote: 7-0-0

Motion Passed

5) OPEN TIME FOR PUBLIC EXPRESSION



This is an opportunity for any member of the public to briefly address the Board on any matter that does not appear on this agenda and is restricted to matters within the Board's jurisdiction. Items that appear to warrant a more-lengthy presentation or Board consideration may be placed on the agenda for discussion at a future meeting. Please limit comments to three hundred (300) words.

No Public Present

6) AGENDA ADJUSTMENTS – DISCUSSION/ACTION

No adjustments

Motion by: Robin Bartholow to approve the agenda as presented

Seconded by: Jon Frech

Public Comment: None

Roll-call: Mary Anne Petrillo aye, Brent Schultz aye, Jon Frech aye, Mike Nichols aye, Robin Bartholow aye, Lisa Badenfort aye, Jeff Kelly aye, Paul Castro aye

Vote: 8-0-0

Motion Passed

7) WELCOME AND INTRODUCTIONS

New board members will be introduced and will provide a brief bio to the board and public

Each new board member provided a brief bio

8) CONSENT ITEMS – DISCUSSION/ACTION

- **Approval of May, 26th 2020 Board Meeting Minutes**
- **Approval of 20-21 SMEDD Budget**

Jon Frech requested that the budget be taken off the consent calendar and discussed separately.

Motion by: Jeff Kelly to approve the May 26th, 2020 Board Meeting Minutes

Seconded by: Robin Bartholow

Public Comment: None

Roll-call: Mary Anne Petrillo aye, Brent Schultz aye, Jon Frech aye, Mike Nichols aye, Robin Bartholow aye, Lisa Badenfort aye, Jeff Kelly aye, Paul Castro abstained

Vote: 7-0-1

Motion Passed

9) Budget discussion

Raul Ramos, EDA Specialist, joined the meeting

Calvin Sandeen described the process that staff has been doing since the beginning of the EDA Admin grant, to better organize SMEDD, taken on from a retired Sonoma EDB staff member. This budget includes both the 2019 - 2022 EDA admin grant and the new \$400,000 EDA Supplemental grant. The budget submitted in the Supplemental grant application followed recommendations from EDA to focus on developing a resiliency plan/ CEDS update, that would be completed by hiring a consultant, facilitated by staffing support from SCEDB and EDFC. Remaining funds would be used to pay staff to implement the final



plan, including grant writing for specific projects. Raul Ramos said that EDA approved a scope of work that is broad, to allow the community to decide what areas need assistance.

Discussion by board: At the previous Board Meeting, it was decided to replace developing a Resiliency Plan with a CEDS update, which is acceptable to EDA. There are concerns about the amount of funding from the Supplemental grant going to staffing and what the EDA approved uses are that could directly support businesses. An Ad Hoc Budget Committee was formed to study and ask staff questions to come back to the board with a recommendation for the Supplemental grant budget. In order to accept the EDA grant award, the board needs to accept the \$400,000 and then work out the scope later.

Volunteers for the Ad Hoc Budget Committee: Jeff Kelly, Paul Castro, Brent Schultz

Calvin Sandeen said that there was a mistake in setting up the agenda as the budget assumes the Supplemental grant would be accepted. There is an urgency to approve the \$70,000 from the previous EDA admin grant that goes towards salaries for Sonoma EDB and EDFC. It is essentially a continuation of last year's budget that the board previously approved as to use of the grant.

Discussion to carve out the \$70,000 for approval today.

Motion by: Robin Bartholow to accept the 2021 budget line item for the \$70,000 from the previous EDA Admin grant, but table the remaining \$400,000 until after the Ad Hoc Budget Committee report

Seconded by: Paul Castro

No public comment

Roll-call: Mary Anne Petrillo aye, Brent Schultz aye, Jon Frech aye, Mike Nichols aye, Robin Bartholow aye, Lisa Badenfort aye, Jeff Kelly aye, Paul Castro aye

Vote: 8-0-0

Motion Passed

10) EDA SUPPLEMENTAL GRANT – DISCUSSION/ACTION

The Sonoma Mendocino Economic Development District received a \$400,000 grant from the Economic Development Administration to support recovery based planning efforts in response to addressing the coronavirus pandemic. EDD Staff are planning to use these funds to update the District's 2016 Comprehensive Economic Development Strategies (CEDS) with a focus on recovery and resiliency. The District will use the grant funds to support staffing and contractual costs associated with the project.

Discussion ABOVE

Raul Ramos was asked if the funds can be used for other activities beyond the 4 identified in the invitation letter. His response was "no", activities must stay within the 4 major areas.

Aye: Approve the acceptance of EDA's Supplemental Grant Award

Nay: Reject the acceptance of EDA's Supplemental Grant Award

Motion by: Paul Castro to accept the \$400,000 EDA Supplemental Grant Award on behalf of SMEDD

Seconded by: Jeff Kelly

No public comment



Roll-call: Mary Anne Petrillo aye, Brent Schultz nay, Jon Frech aye, Mike Nichols aye, Robin Bartholow aye, Lisa Badenfort aye, Jeff Kelly aye, Paul Castro aye

Vote: 7-1-0

Motion Passed

11) CONFLICT OF INTEREST FORM - DISCUSSION/ACTION

The purpose of this agenda topic is for the Board to review and adopt a conflict of interest code for the District as required by law for boards and commissions that have decision-making authority.¹ When adopted, The Board will be required to file Form 700s. For more information on Form 700, please visit: https://oag.ca.gov/sites/all/files/agweb/pdfs/conflict_interest/pdf/form700.pdf

Discussion: Per Sonoma County Counsel – as a decision-making authority managing public funds, the District is required to have a conflict of interest code. Members will declare conflicts of interest only in Mendocino and Sonoma Counties. Calvin will send trainings to members and he will file submitted form 700's with the state.

Aye: Approve the amendment of the District's bylaws to include the conflict of interest code shown in Attachment D.

Nay: Reject the amendment of the District's bylaws to include the conflict of interest code shown in Attachment D

Motion by: Brent Schultz to approve the amendment of the District's bylaws to include the conflict of interest code show in Attachment D of the board packet

Seconded by: Lisa Badenfort

No public comment

Roll-call: Mary Anne Petrillo aye, Brent Schultz aye, Jon Frech aye, Mike Nichols aye, Robin Bartholow aye, Lisa Badenfort aye, Jeff Kelly aye, Paul Castro aye

Vote: 8-0-0

Motion Passed

12) AGENDA AD HOC COMMITTEE 2020 – DISCUSSION/ACTION

Consider the formation of an agenda Ad Hoc.

An Ad Hoc Agenda Committee will bring agenda items forward to staff for each meeting. Input will be welcomed from board members not serving on the committee.

Volunteers Ad Hoc Budget Committee: Lisa Badenfort, Mary Ann Petrillo, Brent Schultz

13) STAFF UPDATE

Calvin Sandeen: He would like to thank staff for all the work done in the past year and to staff at EDFC who have been great to work with. He's excited to continue working with all of the staff and the board. This District allows us to do more collaboratively together.

¹ 2 CCR 18701



14) SUGGESTED AGENDA ITEMS FOR NEXT BOARD MEETING – DISCUSSION

- Ad Hoc Budget Committee report back for the \$400,000 budget
- Date for next meeting will be determined once the ad hoc is ready to report
- History of the SMEDD would be helpful

15) MEETING ADJOURNMENT – ACTION

Motion by: Jeff Kelly to adjourn

Seconded by: Lisa Badenfort

All in favor

Adjourned at 3:09 pm

SMEDD BOARD PACKET ATTACHMENTS

- 1.) **NEW BOARD MEMBER BIOS**
- 2.) **MAY 2020 SMEDD BOARD MEETING MINUTES**
- 3.) **FY 20-21 SMEDD BUDGET**
- 4.) **EDA SUPPLEMENTAL GRANT APPLICATION AND AWARD LETTER**
- 5.) **CONFLICT OF INTEREST CODE**
- 6.) **EDA'S CARES ACT RECOVERY ASSISTANCE GRANT INVITATION LETTER**