



Sonoma Mendocino Economic Development
District - Board of Directors Meeting -
February 10th, 2023, 1:00 pm

<https://sonomacounty.zoom.us/j/92970905841?pwd=RHJsa29sMk9qa1VhSjN6U3QrSGlHZz09>



**Sonoma Mendocino Economic Development District
Board of Directors Meeting - February 10th, 2023 – 1:00 pm PST**

<https://sonomacounty.zoom.us/j/92970905841?pwd=RHJsa29sMk9qa1VhSjN6U3QrSGlHZz09>

Time	Agenda Item	Lead	Discuss	Action
1:00 pm	Call to Order	Mary Anne Petrillo, Chair	x	x
	<ul style="list-style-type: none"> Roll Call 	Brad Johnson	x	
1:05 pm	Open time for Public Expression		x	
1:10 pm	Acknowledgements, Announcements, Correspondents	Josh Metz, RGS Senior Advisor (District Manager)	x	
1:15 pm	Approve Consent Items <ul style="list-style-type: none"> September 8, 2022 DRAFT Regular Meeting Minutes September 20, 2022 DRAFT Special Meeting Minutes September 28, 2022 DRAFT Special Meeting Minutes October 25, 2022 DRAFT Special Meeting Minutes 	Mary Anne Petrillo	x	x
1:20 pm	Financial Reporting <ul style="list-style-type: none"> Status (Accounts + People) Expanding bank account access Policies Discussion Board meeting financial reporting format Grants Overview <ul style="list-style-type: none"> Planning Grant Supplemental Grant 	Tracy Fuller, RGS Senior Advisor (Fiscal Agent)	x	x
1:50 pm	Business Item: County of Sonoma Reimbursement	Bradley Johnson	x	x
2:00 pm	Business Item: Proposed Supplemental Grant Budget Amendment <ul style="list-style-type: none"> Professional Services Contractual Services Travel Expenditures In-Direct Costs 	Josh Metz	x	x
2:10 pm	Business Item: CEDS Project Status <ul style="list-style-type: none"> Project status assessment 	Josh Metz	x	
2:25 pm	Business Item: Communications <ul style="list-style-type: none"> Website/Social Media Status Document Management 	Abigail Scott, RGS Advisor (Management Analyst)	x	x
2:40 pm	Business Item: Calendar Review <ul style="list-style-type: none"> Board Meeting Dates <ul style="list-style-type: none"> Propose 3-5pm 4th Monday of month Critical EDA Reporting Deadlines EDA Seattle EDD Regional Roundtable, March 23-24 Planned Events 	Josh Metz	x	x
2:50 pm	Business Item: Board Member Recruitment	Josh Metz	x	x
3:00 pm	Adjournment	Mary Anne Petrillo, Chair	x	x



Board of Directors Meeting Minutes

Healdsburg Regional Library Conference Room – 139 Piper Street Healdsburg, CA 95448

1. CALL TO ORDER AT 3:00 p.m.

2. ROLL CALL

Board Members:

Jon Frech- Absent

Mary Anne Petrillo (Chair)- Present

Paul Garza Jr.- Present

Lisa Badenfort (Vice-Chair)- Present

Robin Bartholow- Present

Jeff Kelly- Present

Mike Nicholls- Present

SMEDD Associates:

Bradley Johnson, Sonoma EDB

Ethan Brown, Sonoma EDB

Lauren Cartwright, Sonoma EDB

3. CONSENT ITEMS – DISCUSSION/ACTION

A. Approval of Previous Board Meeting Minutes

B. Open Time for Public Expression- None

Motion by: Mike Nicholls made a motion to approve the consent items.

Seconded by: Lisa Badenfort

Public comment: None

Roll call: Mary Anne Petrillo, yes, Lisa Badenfort, yes, Mike Nicholls, yes, Robin Bartholow, yes, Jeff Kelly, yes, Paul Garza Jr., yes.

Motion passed

4. CHAIR PERSPECTIVE- DISCUSSION

Mary Anne Petrillo thanks and applauds the board and associated for persevering through a tumultuous time. Robin Bartholow thanks Mary Anna Petrillo for leading the group through it. Mary Anne Petrillo believes there are opportunities for Mendocino and Sonoma to work together and learn from each other. Jeff Kelly apologizes for being less engaged in the past few months and thanks Mary Anne Petrillo.

5. FINANCIAL REPORT – DISCUSSION/ACTION

A. Final EDB Reimbursement Request

B. Open time for Public Expression- None

Rebekah and Brad are working to set up funding account. Need to get the ASAP funding system set up. The board discusses whether it is fine to just have Jeff Kelly and Lisa Badenfort as signatures for the bank account (Treasurer and Vice-Chair, respectively). Mike Nicholls explains that to add someone to the bank

account it would have to be proposed as a resolution at a meeting. Paul Garza Jr. asks how they will open up the account without having funds yet. Jeff Kelly responds that Sonoma County Treasury did not want to transfer funds until the JPA was complete. Jeff Kelly suggest he will reach out to the treasury again and Ethan Brown agrees and says that Rebekah can help with that process. Mary Anne Petrillo says they are ready to give the board the planning grant funds so that has to go into the ASAP system. Ethan Brown asks if this organization has the required funding account numbers. The bord responds that it does. Brad sent in a request for renewal for the UEI number. Paul Garza Jr. asks if we formally filed with the state to be recognized as an organization. Bradley Johnson responds that they did but have not gotten verification back. Sonoma county council sent a request for verification. Jeff Kelly brings up the need for liability insurance and Ethan Brown gives an example of a county policy. Robin Bartholow volunteers to reach out to insurance. Looking for an umbrella policy. Brad says that the FY 21-22 reimbursement request is for 5/31/22-6/27/22 and is \$9,090.83, most of which is for EDFC contract, quarterly invoice of \$7,500. Jeff Kelly will look into ho much money is left in Supplemental.

Motion by: Robin Bartholow moves to approve the Reimbursement Request.

Seconded by: Mike Nicholls

Public comment: None

Roll call: Mary Anne Petrillo, yes, Lisa Badenfort, yes, Jeff Kelly, yes, Mike Nicholls, yes, Robin Bartholow, yes, Paul Garza Jr, yes.

Motion passed

6. SMEDD Restructuring Update-DISCUSSION

A. Accomplishments (JPA Approvals)

B. Outstanding Items

C. Open time for Public Expression- None

The financials previously discussed are really want needs to be accomplished to start gaining momentum and moving forward quickly. Board members need to understand the federal restrictions. Goal is to get to a place where meetings are to discuss what is happening in Sonoma and Mendocino Counties. Bradley Johnson will report a 3-year update to EDA. Will need to call a special meeting to get final approval on it. Must be mindful of the current Brown Act. Bradley Johnson clarifies that quarterly reports are financial with a short narrative of what the board is doing. Lisa Badenfort asks what information we need to collect and report on to provide information effectively. Can we look at EDA's reporting requirements and the workplan and back into a system for reporting and understanding narratives and finances. Mary Anne Petrillo suggests that the combination of a report from each county, board meeting minutes, ad ad-hoc meeting minutes, could make up the pieces for each quarterly report. Report due October 28th. The plan is to have a special meeting regarding the report and another regarding the RFP. Finances and report schedules for later in October.

No action taken, discussion only.

7. Economic Development County Reports-DISCUSSION

A. Sonoma County

B. Mendocino County

C. Open time for Public Expression- Josh Metz

Ethan Brown gives an update for Sonoma County. Sonoma County has been working on developing a plan for Broadband efforts in Sonoma County. This effort has including engaging with community stakeholders, utility companies, holding focus groups, and more. Tilson had provided assistance to estimate costs of serving Sonoma County communities. Working with RCRC and exploring creative and alternative ownership models. Mary Anne Petrillo asks what the next steps are. Ethan responds that the EDB has looked into many different ownership models and is trying to decide the best proposal of how to move forward for the county. Ethan Brown's second update for Sonoma County is about EDB 3.0, a project to create a plan for moving forward with a creative vision for the department. Engagement around this process is just getting started and the direction could change based on community and stakeholder feedback. There will be a board item for this on December 13th, 2022.

Mary Anne Petrillo gives the update for Mendocino County. The county is working to build an economic development group. She discusses the different regional issues within the counties- coastal vs. inland. There are efforts to get more trainings in Mendocino County- effort towards sustainability and energy saving devices.

Josh Metz from RGS joins for a discussion around regional partnerships for economic development, work around the blue economy and other sustainability efforts, resiliency round natural disaster and climate change. Mike Nicholls commends the EDB for response to natural disaster in West County.

No action taken, discussion only.

8. AD HOC COMMITTEE REPORTS- DISCUSSION/ACTION

A. OPERATIONS

B. COMMUNICATIONS (WEBSITE RFP)

C. DISTRICT FINANCIALS

D. FUNDING/GRANTS

E. Open time for Public Expression- None

Paul Garza Jr. gives an update on operations. There is a draft of the job description for Project Coordinator. Neither of the contractors that were set to interview would want to be involved long term. There is someone who helps set up all of the financial systems but does not stay long term. Paul Garza Jr. will send the electronic resume. The final note for operations is to finalize MOU for SMEDD and EDB as well as SMEDD and EDFC.

Mary Anne Petrillo gives an update on communications. There were 3 responses to the website RFP. Most recent RFP will go out with proposals for review.

No more update for District/Finances or Funding/Grants.

Ethan Brown mentions that as the board prioritizes, it would be helpful to have information shared with the EDB.

Motion by: Paul Garza Jr. to adopt staffing plan.

Seconded by: Mike Nicholls

Public comment: none

Roll call: Mary Anne Petrillo, yes, Lisa Badenfort, yes, Paul Garza Jr, yes, Mike Nicholls, yes, Jeff Kelly, yes, Robin Bartholow, yes.

Motion passed

2nd Motion by: Paul Garza Jr. to allow Jeff Kelly to work with an external consultant to set up finances, not to exceed \$10,000.

Seconded by: Lisa Badenfort

Public comment: Josh Metz lets the board know that RGS works with groups like this and specializes on finances as well.

Roll call: Mary Anne Petrillo, yes, Lisa Badenfort, yes, Paul Garza Jr, yes, Mike Nicholls, yes, Jeff Kelly, yes, Robin Bartholow, yes.

Motion passed

9. SMEDD SCOPE OF WORK REVIEW- DISCUSSION

A. 2 CEDS update public events

B. Key Performance Indicators (KPIs)

C. Board Recruitment

D. Survey Plan

E. CEDS strategy stakeholder meeting

F. Open time for Public Expression- None

Key Performance Indicators do not need to be discussed. Unless we need to modify there is not point on taking any action and this is purely informational.

Mary Anne Petrillo urges that each county should consider updating the CEDS. What will that look like? Could be an add on to a meeting of public interest. Bradley Johnson notes that the EDB has an Economic Perspectives event in January which could be a good time to promote the CEDS. More details to come. CEDS prioritization will be discussed at December meeting.

Missing some of the organization and staff to help with processes such as board recruitment. One individual up for consideration. Discussion of outreach efforts to community organizations. Lisa Badenfort emphasizes the need for the option to be publicly available and transparent, as well as the need to reach out to staff rather than just board members. Mary Anne Petrillo says we should invite potential members to meetings and engage them in SMEDD's conversations.

No action taken, discussion only.

10. WRAP UP AND OPEN Q&A

A. Homework: Review prioritize CEDS goals & objectives

B. Next Board meeting- December

C. Adjournment

Motion by: Robin Bartholow moves to adjourn meeting

Seconded by: Jeff Kelly

Public comment: None

Roll call: Mary Anne Petrillo, yes, Lisa Badenfort, yes, Paul Garza Jr, yes, Mike Nicholls, yes, Jeff Kelly, yes, Robin Bartholow, yes.

Motion passed

SMEDD Meeting Minutes Submitted by:

SMEDD Board Approved: TBD



Board of Directors Special Meeting Minutes

September 20th, 2022

<https://sonomacounty.zoom.us/j/99144554111?pwd=ZEw2cFRZcS9qN2JoclR5YndnZkNEdz09>

1. CALL TO ORDER AT 2:00 p.m.

2. ROLL CALL

Board Members:

Jon Frech- Present

Mary Anne Petrillo (Chair)- Present

Paul Garza Jr.- Present

Lisa Badenfort (Vice-Chair)- Present, left 3:00 p.m.

Robin Bartholow- Present

Jeff Kelly- Present

Mike Nicholls- Present

SMEDD Associates:

Bradley Johnson, Sonoma EDB

Ethan Brown, Sonoma EDB

3. OPEN TIME FOR PUBLIC EXPRESSION

None

4. AGENDA ADJUSTMENTS-DISCUSSION/ACTION

None

5. STATEMENT OF CONFLICT OF INTEREST

Jon Frech has a conflict of interest with Josh Bowers Company, one of the website vendors that put in a bid. Paul Garza Jr. also has a conflict of interest with one of the website bidders.

6. CONSENT- CONSIDERATION OF APPROVAL OF VIDEOCONFERENCE IN COMPLIANCE WITH AB361

Public expression- None

Motion to approve videoconference: Paul Garza Jr.

Seconded by: Mike Nicholls

Public comment: None

Roll call: Jon Frech, yes, MaryAnne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

7. REPORT ITEM: OFFICER SUCCESSION – DISCUSSION/ACTION

A. Open Time for Public Comment- none

Lisa Badenfort expresses that she thinks it would be beneficial to the board to have some continuity in officers on the board at this time. She is unsure if it would be a violation of the bylaws to next select a new chair of the board. Is it possible for Mary Anne Petrillo to stay in the chair position for an extended period of

time? Mike Nicholls thinks that a vote is necessary either way. Robin Bartholow agrees that continuity is important and that it would be fantastic for Mary Anne Petrillo to remain chair, if possible. The group reads the bylaws and determines that there needs to be rotation of representation between the two counties for chair and vice chair. Mary Anne Petrillo offers to remain as chair until June 30th. She is also happy to step down earlier. She doesn't think she should be chair for another year.

Motion to open for nominations: Mary Anne Petrillo

Seconded by: Robin Bartholow

Public comment: None

Roll call: Jon Frech, Yes, MaryAnne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

Mike Nicholls nominated Robin Bartholow for Chair. Lisa Badenfort seconds. Robin Bartholow asks if we are talking about right now or July 1st. She also mentions that she would need to confirm with her boss. Robin Bartholow declines the nomination. Ethan clarifies that Mary Anne Petrillo could stay on if she wants to with an amendment to the bylaws. Ethan suggests convening to amend the bylaws.

Motion to close nominations: Lisa Badenfort

Seconded by: Mike Nicholls

Public comment: None

Roll call: Jon Frech, Yes, MaryAnne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

8. REPORT ITEM: FINANCIAL UPDATE- DISCUSSION/ACTION

A. Supplemental Funds

B. Mendocino Match

C. Open Time for Public Comment- none

Mary Anne Petrillo secured a letter for in kind match for Mendocino County. EDA has this as well.

Jeff Kelly says he does not have much progress to report. He has not been able to achieve much without someone to help him with the financial tasks. Mary Anne Petrillo asks if he can open a bank account as this is the most important thing. Jeff Kelly says he can do this, but they do not have opening funds yet. Mary Anne Petrillo asks how they can get the \$38,000 to Jeff to open the bank account. JPA finally got approved September 12th or 13th. The authority has been given through the updated JPA, but the county council still needs to go through their process to release the funds. This will start when we send an email to the county council to start that process. This email will include a question of

timeline for releasing the funds. Jeff Kelly will deposit \$100 dollars to open the account and be reimbursed later.

Final discussion is around ASP portal. Need to get someone set up with an account. The paperwork is done. Jeff Kelly will print and fill the paperwork and send it to Bradley Johnson. Once that happens, Mary Anne Petrillo will contact EDA about supplemental funds.

No action, only discussion.

8. DISCUSSION AND SELECTION OF WEBSITE PROPOSALS

A. Selection of company to develop website

B. Open Time for Public Comment- none

There are 4 proposals to review. Mary Anne Petrillo urges the board to consider that this is the way we will be communicating to the public. It is to highlight the value of SMEDD, the district, the things happening in Sonoma and Mendocino counties. Mike Nicholls mentions that he worked with Streamline in the past and he is not sure if this disqualifies him from discussion. Mike Nicholls encouraged streamline to submit a response to the RFP because they had not initially been contacted about it. Mary Anne Petrillo does not believe that having worked with them in the past constitutes a conflict of interest. The group determines that Paul Garza Jr. and Jon Frech both have conflicts of interest, but Mike Nicholls does not. Ethan suggests an Ad Hoc for a more intensive review and to create a proposal for the rest of the board. Robin Bartholow volunteers to help Mary Anne Petrillo in pulling that together. Mike Nicholls also volunteers to be a part of this Ad Hoc committee. Mike Nicholls mentions that Streamline is inexpensive in comparison to other proposals, and they are very responsive to requests. Mary Anne Petrillo recommends waiting on this and putting more thought into it so that the group can choose the right fit the first time around.

Motion to create Website Ad Hoc: Robin Bartholow

Seconded by: Mike Nicholls

Public comment: None

Roll call: Jon Frech, yes, MaryAnne Petrillo, yes, Paul Garza Jr., yes, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

9. UPDATE ON ACTION TO SECURE BOARD ADMINISTRATOR- DISCUSSION

A. Review RFP

Paul Garza Jr. says that he has looked it over and Robin Bartholow also edited the RFP. RGS is interested and believes that they can deliver what is needed. Bradley Johnson will send the RFP out to everyone but does not think that there is action to be taken. Mary Anne Petrillo shares her screen to show the most recently updated RFP. The group goes over updates and key points from the RFP. Mary Anne Petrillo recommends that in the fiscal agent section to add familiarity with federal financial grant procedures. Ethan Brown notes that it could be nice to have them take on more of a role in coordinating meetings rather than just attending them. Paul Garza Jr. says they should attach the staffing document as well as scope of work to give a full picture. Robin Bartholow asks if this means we will not have a separate bookkeeper? Paul Garza Jr.

recommends that they ask for that all in one package. RGS appears fully capable of providing these services. Do not want to create an RFP that will favor one group over another. Board members should share, and it is on Sonoma County's website. Cannot vote to approve today because it came within the 24-hour period prior to meeting. Send suggestions to Paul Garza Jr., he will add them, and then the group will figure out how to move forward quickly. The group will likely need to set up a special meeting to approve the RFP.

10. MEETING ADJOURNMENT – DISCUSSION/ACTION

Motion by: Paul Garza Jr. to adjourn the meeting at 3:30 p.m..

Seconded by: Mike Nicholls

Public comment: None

Roll call: Jon Frech, yes, MaryAnne Petrillo, yes, Paul Garza Jr., yes, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

SMEDD Meeting Minutes Submitted by:

SMEDD Board Approved: TBD



Board of Directors Special Meeting Minutes

September 28, 2022

<https://sonomacounty.zoom.us/j/91946735501?pwd=SUdKdUV6S1V4QUN0NINmWEg3bzVIZz09>

1. **CALL TO ORDER AT 3:00 p.m.**
2. **ROLL CALL**

Board Members:

Jon Frech- Present

Mary Anne Petrillo (Chair)- Present

Robin Bartholow- Present

Jeff Kelly- Present

Mike Nicholls- Present

Paul Garza Jr.- joined with audio 3:15pm

SMEDD Associates:

Bradley Johnson, Sonoma EDB

Lauren Cartwright, Sonoma EDB

3. **OPEN TIME FOR PUBLIC EXPRESSION**

None

4. **AGENDA ADJUSTMENTS-DISCUSSION/ACTION**

None

5. **STATEMENT OF CONFLICT OF INTEREST**

None

6. **CONSIDERATION OF APPROVAL OF VIDEOCONFERENCE IN COMPLIANCE WITH AB361**

Public expression- None

Motion to approve videoconference: Mike Nicholls

Seconded by: Mary Anne Petrillo

Public comment: None

Roll call: Jon Frech, yes, MaryAnne Petrillo, yes, Paul Garza Jr., abstain, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

7. **Resolutions – DISCUSSION/ACTION**

A. RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA MENDOCINO ECONOMIC DEVELOPMENT DISTRICT TO APPOINT A DISTRICT TREASURER AND A DISTRICT AUDITOR PURSUANT TO GOVERNMENT CODE SECTION 6505.6.

B. Resolution 22-02: RESOLUTION OF THE BOARD OF DIRECTORS OF THE SONOMA MENDOCINO ECONOMIC DEVELOPMENT DISTRICT AUTHORIZING THE CHANGE OF FINANCIAL INSTITUTIONS

Public expression – None

Motion to approve appoint a district treasurer and a district auditor: Mike Nicholls

Seconded by: Robin Bartholow

Public comment: None

Roll call: Jon Frech, yes, MaryAnne Petrillo, yes, Paul Garza Jr., abstain, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

Second motion to authorize the change of financial institutions: Mike Nicholls

Seconded by: Jeff Kelly

Public comment: None

Roll call: Jon Frech, yes, MaryAnne Petrillo, yes, Paul Garza Jr., abstain, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

No discussion.

8. Action to Secure Board Administration

A. RFP Drafted by Operations Ad Hoc

Draft RFP drafted by the Operations Ad Hoc committee and ready to be voted on by the board. It was out together by Paul Garza. Everyone in the Ad Hoc committee revised and added to the document. Robin Bartholow spoke about the process and noted that this process should be started as soon as possible. Mike Nicholls added that we should send a copy to Peter at Metro Chamber Santa Rosa to distribute to interested people, Mary Anne Petrillo agrees that everyone should get this out and post to public places. Mary Anne Petrillo asks if it says how long the RFP will be open for. Mike Nicholls suggests a 30-day period for people to respond. Others suggested 2 weeks. Decided on 21 days.

Motion to approve RFP drafted by Operations Ad Hoc for a board administrator by: Mike Nicholls

Seconded by: Robin Bartholow

Public comment: None

Roll call: Jon Frech, yes, MaryAnne Petrillo, yes, Paul Garza Jr., yes, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

10. MEETING ADJOURNMENT – DISCUSSION/ACTION

Mary Anne Petrillo mentions that the board's sam.gov account is about to expire, Brad mentions that he already submitted for renewal, but they are behind.

Motion by: Mike Nicholls.

Seconded by: Robin Bartholow

SMEDD Meeting Minutes Submitted by:

SMEDD Board Approved: TBD

DRAFT



Board of Directors Special Meeting Minutes

October 25, 2022

<https://sonomacounty.zoom.us/j/98687276267?pwd=WG5XRG8yeXVDdEIIQXMxaHRwME9VUT09>

1. CALL TO ORDER AT 1:55 p.m.

2. ROLL CALL

Board Members:

Jon Frech- Present

Mary Anne Petrillo (Chair)- Present

Robin Bartholow- Present

Jeff Kelly- Absent

Mike Nicholls- Present

Paul Garza Jr.- Present

Lisa Badenfort- Present

SMEDD Associates:

Bradley Johnson, Sonoma EDB

3. 2022-2025 PLANNING GRANT – DISCUSSION/ACTION

A. The board will discuss and act on accepting the 2022-2025 partnership planning grant from the Economic Development Administration.

Public expression – None

Motion to accept the 2022-2025 partnership planning grant from the EDA: Mike Nicholls

Seconded by: Paul Garza Jr.

Public comment: None

Roll call: Jon Frech, yes, MaryAnne Petrillo, yes, Paul Garza Jr., Yes, Robin Bartholow, yes, Jeff Kelly, absent, Mike Nicholls, yes, Lisa Badenfort, yes.

Motion passed

4. MEETING ADJOURNMENT – DISCUSSION/ACTION

Mary Anne Petrillo says they will set a meeting for next week to discuss the RFP.

Motion by: Paul Garza Jr.

Seconded by: Mike Nicholls

Roll call: Jon Frech, yes, MaryAnne Petrillo, yes, Paul Garza Jr., Yes, Robin Bartholow, yes, Jeff Kelly, absent, Mike Nicholls, yes, Lisa Badenfort, yes.

Motion Passed

SMEDD Meeting Minutes Submitted by:

SMEDD Board Approved: TBD

DRAFT

County of Sonoma Reimbursement Request

Date	Staff	Time Period	Paydates	Payroll Report
12/27/17	Steve Sharpe	09/26/17 to 12/18/17	10/18/17 to 12/27/17	8,262.23
12/27/17	Calvin Sandeen	09/26/17 to 12/18/17	10/18/17 to 12/27/17	2,127.25
03/21/18	Steve Sharpe	12/19/17 to 03/12/18	01/10/18 to 03/21/18	7,413.88
03/21/18	Calvin Sandeen	12/19/17 to 03/12/18	01/10/18 to 03/21/18	4,839.48
03/21/18	Val Rose	09/26/17 to 03/12/18	10/18/17 to 03/21/18	5,082.68
03/21/18	Katie Parish	09/26/17 to 03/12/18	10/18/17 to 03/21/18	2,865.47
09/19/18	Steve Sharpe	03/13/18 to 06/30/18	04/04/18 to 07/11/18	7,779.97
09/19/18	Calvin Sandeen	03/13/18 to 06/30/18	04/04/18 to 07/11/18	16,740.02
09/19/18	Matt Stokes	Apr 2018 - Jul 2018	N/A	4,500.00
09/19/18	Admin Aide	03/13/18 to 09/10/18	04/04/18 to 09/19/18	10,992.00
09/19/18	Admin Aide	03/13/18 to 09/10/18	04/04/18 to 09/19/18	4,918.00
				75,520.99
County Match Portion				47,217.44
Reimbursement Request amount				28,303.55

SONOMA-MENDOCINO ECONOMIC DEVELOPMENT DISTRICT

FY 2020 – FY2023 EDA SUPPLEMENTAL GRANT BUDGET NARRATIVE AMENDMENT

Contractual

The Sonoma Mendocino Economic Development District (from here on, “the Organization”) has experienced staff turnover and loss of capacity to implement the original scope of work outlined for this award. It is determined that the scope of work, to carry out recovery and resiliency efforts in the Organization’s region, will be more effectively organized partially through contractual arrangements between the Organization and contractors and/or consultants. These contractual arrangements will serve the Organization’s region by providing them data/research, organizational capacity, and contractual services deemed beneficial to the region. With \$31,520.66 of the remaining federal grant award, the Organization will engage in contractual relationships. Prior to contracting for research or technical services, the Organization will correspond with its associated EDA officers to ensure compliance. The goal for this course of action is to provide resource support for economic recovery and resiliency.

Travel

Pursuant to allowable travel costs under [2 CFR § 200.475](#), the Organization’s associates, board members, and directors alike will be reimbursed for mileage to travel for organizational meetings and business. It is estimated that, \$9,000 of federal funds will be allocated to the travel category. This estimate is the sum of two separate travel charges. The first is derived from the standard IRS reimbursement rate of \$.655 for automobile travel related to this grant. The second component of travel is reimbursement to the Organization’s members and associates for reasonable travel expenses to the 2023 EDA Seattle EDD Roundtable from March 22nd to March 23rd. For a traveling party of 6 members, the reimbursement for airfare, lodging, sustenance, and ground transportation is estimated to be approximately \$8,000 of the total \$9,000 travel budget. This conference and training will directly support the board in capacity and knowledge building. It will also connect the participating members of the board with resources to become more effective development practitioners. This additional knowledge and capacity will positively affect the district’s recovery and resiliency efforts moving forward.

Other Costs

The other costs category will be charged to the federal grant. The primary costs incurred in this category will be for the appropriate attainment of insurance ([2 CFR § 200.447](#)), professional services ([2 CFR § 200.459](#)) for organization support, publication and printing ([2 CFR § 200.461](#)) for outreach activities, and training and education costs ([2 CFR § 200.473](#)) for better development practices, administration, and development. For the services listed above it is estimated the organization will incur approximately \$180,000 in professional costs. The primary expenditure in this category will be to amend the budget to the professional services contract that the Organization has with Regional Government Services (RGS). RGS is providing administrative, accounting, communications, and coordinating services to the Organization. This amendment and increase to their services will increase the Organization’s capacity and ability to conduct economic development projects to aid recovery and resiliency. Some of RGS’ services include, but are not limited to:

- Maintain and enhance SMEDD website and other communication resources;
- Coordinate agenda packet creation and Board and standing Committee meetings;
- Develop financial systems and structures as needed; and maintain financial records and perform accounting transactions for both administrative and operational program budgets;

- Provide EDA reporting;
- Pursue funding opportunities as appropriate; and
- Coordinate project and stakeholder activity reports

Indirect Costs

The SMEDD organization is electing the 10% de minimis rate for indirect charges amounting \$23,778.



Ethan Fogg, Program Officer
U.S. Economic Development Administration
Seattle Regional Office
915 Second Avenue/ Room 1890
Seattle, WA 98174

February 10th, 2023

Dear Mr. Fogg,

This letter as an official request for a budget amendment for the Sonoma Mendocino Economic Development District's supplemental grant funds provided via the CARES act. The remaining funds total \$237,778.66. \$200,000 of the remaining funds have not been drawn down from the EDA and \$37,778.62 has been drawn down, but not yet obligated. The reason for this request is due to the difficulties experienced by the district organization during the time frame of this award. The main difficulties that affected the district organization's ability to implement programming from the supplemental grant were staff turnover and organizational restructuring.

To start, the district organization has experienced significant staff turnover in the past year. Staffing for the district organization is provided and supported by contractual relationships with the Sonoma County Economic Development Board (EDB) and Mendocino County's Economic Development and Financing Corporation (EDFC). The district no longer has staffing relationships or contracts with these organizations to support this award.

In addition to staff turnover, the SMEDD Board has been working diligently to restructure itself to be operationally independent. This task, sparked by a call to action from the EDA, began in late January 2022. The SMEDD Board and associates worked with legal counsel to draft and adopt two resolutions which granted fiscal agency and independence to the SMEDD Board. In addition to the two resolutions, the SMEDD Board has hired a professional services entity to serve in an administrative and district managing function. This services arrangement is being funded by a separate award. However, the district is requesting that their services and expertise be expanded to this award as well, as outlined in the budget narrative accompanying this request. Their services will sufficiently supplement the loss in staff capacity and expand the district's capacity to carry out recovery and resiliency planning, projects, and efforts in the region.

We thank you for your continuing support of the district and accommodation for this request.

Regards,

A handwritten signature in blue ink, appearing to read "M. Petrillo".

Mary Anne Petrillo

Chairperson, Sonoma-Mendocino Economic Development District

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. SMEDD CEDS Update To Address Recovery and Resiliency		\$	\$	\$ 237,778.66	\$	\$ 237,778.66
2.						
3.						
4.						
5. Totals		\$	\$	\$ 237,778.66	\$	\$ 237,778.66

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	SMEDD CEDS Update To Address Recovery and Resiliency				
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel	9,000				9,000
d. Equipment					
e. Supplies					
f. Contractual	31,520.66				31,520.66
g. Construction					
h. Other	180,000				180,000
i. Total Direct Charges (sum of 6a-6h)	214,000.66				\$ 214,000.66
j. Indirect Charges	23,778				\$ 23,778
k. TOTALS (sum of 6i and 6j)	\$ 237,778.66	\$	\$	\$	\$ 237,778.66
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. SMEDD CEDS Update To Address Recovery and Resiliency	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 237,778.66		\$ 237,778.66		
14. Non-Federal					
15. TOTAL (sum of lines 13 and 14)	\$ 237,778.66		\$ 237,778.66		

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b)First	(c) Second	(d) Third	(e) Fourth
16. SMEDD CEDS Update To Address Recovery and Resiliency	\$ 237,778.66		\$ 0.00	\$ 0.00
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 237,778.66		\$ 0.00	\$ 0.00

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges: 214,000.66	22. Indirect Charges: 23,778
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23. Remarks: Economic development activities to support recovery and resiliency in the Sonoma-Mendocino Region.



2023 Board Meeting Dates

Generally, Board Meetings on Fourth Monday of each month from 3:00-5:00 PM in Ukiah, California.

March 27

April 24

May 22

June 26

August 28

November 13