



## BOARD MEETING MINUTES

November 20, 2020 | 10:00 a.m. - 12:00 p.m.

REMOTE ACCESS ONLY MEETING

**By Video:** <https://us02web.zoom.us/j/86596575521?pwd=OEhzekJweDcW9rWjRzMTgwVWxOUT09>

**By Phone:** Dial In: 1 (669) 900-9128 | Meeting ID: 865 9657 5521 | Password: 584062

\*\*\*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 26<sup>th</sup>, 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](mailto: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 10:02

- 2) **ROLL CALL: Present:** Mendocino: Mary Anne Petrillo, Brent Schultz, Jon Frech,  
Sonoma: Mike Nicholls, Robin Bartholow, Lisa Badenfort, Jeff Kelly  
Absent: Paul Castro

**Announcement:** Joe Webb, Mendocino board member, has resigned due to responsibilities during COVID.

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

### 3) 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.*

NONE PRESENT

### 4) AGENDA ADJUSTMENTS – DISCUSSION/ACTION

Addition to the board packet – history presentation added to attachments

**Motion by:** Robin Bartholow to approve the agenda as modified

**Seconded by:** Mary Anne Petrillo

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) STATEMENT OF CONFLICT OF INTEREST**

*This is the time for the Board of Directors to indicate any statements of conflict of interest for any item listed on this agenda.*

NONE

**6) CONSENT ITEMS – DISCUSSION/ACTION**

- Approval of October 21, 2020 Board Meeting Minutes (Attachment A)

Lisa Badenfort asked to pull the Minutes from the consent calendar. She recalls voting no on item 9, but is shown as voting yes. Staff will review the recording of the minutes to clarify Lisa's vote and bring the Minutes back to the next meeting.

Consensus agreement to table to next meeting.

**7) SONOMA-MENDOCINO ECONOMIC DEVELOPMENT DISTRICT HISTORY PRESENTATION – DISCUSSION**

*Board Chair, Mike Nicholls, and Administrative Staff, Calvin Sandeen, will present the history of the District, including formation and history, mission and goals, official matters, staff roles and responsibilities, District projects, and other related matters.*

Calvin presented the history (attached to board packet) from 2014 to present.

Discussion: Board members asked for updates on the 2016 CEDS projects. Calvin said that these were examples of projects and some of the original projects expired and were replaced by others. The board is given the updates and they are also posted on the website. A meeting with other organizations such as Sonoma Clean Power was suggested to discuss potential projects.

Jon Frech requested a report of the break-down of the previous and current EDA grant spending, identifying planning versus implementing, as this information will provide good direction on how the new grant is implemented per what portion to go towards implementation of the new CEDS. What is the board's role in making sure funding gets into partner organizations?

Ethan Brown: Staff time involves concurrent developing and implementation of specific CEDS priority projects; the portions spent on each have not been isolated. The Updates report will include outcomes and staff involvement on the projects. Clarification was made that the grants were not available to go directly to projects.

M. Nicholls briefly knocked off the meeting by power outage.

**8) BOARD REVIEW OF DISTRICT AND ONBOARDING PROCESS - DISCUSSION**

*Based on the previous discussion, the Board will discuss District operations, the 2021 meeting schedule, onboarding new Board members, and Board development and success metrics.*

Consensus agreement to skip this item for this meeting and put on next board agenda.

**9) BOARD AND AD HOC COMMITTEE REPORT - DISCUSSION**



*The EDA Supplemental Grant Budget Ad Hoc and the Agenda Ad Hoc Committees will report back on their respective meetings following the October 2020 SMEDD Board Meeting.*

Ad Hoc Agenda Committee update: The committee recommends meeting monthly starting in January, for at least 6 months, to get through the big project decisions and work on the scope and initiatives. (A Doodle poll will be sent out by staff). On-boarding of members: recommend a central access of all information. Per Brown Act this will be located on the website, for public access. Included will be the history PowerPoint, JPA and other information relevant to the process.

Ad Hoc Budget Committee update: The committee requested staff provide more detail at this board meeting in order to make a decision about the annual budget for the Supplemental grant.

Frech requested monthly or bi-monthly financial reports with detail, as the budget is implemented. Staff will provide that, based on the previous month's spending.

#### **10) EDA SUPPLEMENTAL GRANT – DISCUSSION**

*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. The EDA approved the District's work plan to use these funds to support staffing and contractual costs associated with creating the District's 2021 Comprehensive Economic Development Strategies (CEDs) with a focus on recovery and resiliency. Calvin Sandeen will provide an update on the progress of this grant.*

Calvin Sandeen presented a scope of work and staffing with budget plan, incorporating requests from the board and ad hoc budget committee, along with compliance such as competitive bidding for the consultant. He described the tasks and responsibilities of each employee in the chart. This item is focused on the scope of work/ staffing plan.

Discussion: Board members reported EDA staff indicating a CEDs update could be done for \$70,000 or less, which they agree with. They want a high amount of the grant to go towards implementation of the updated CEDs, as quickly as possible. The idea was put forward to internalize the update, but Ethan cautioned that lack of public outreach would be considered a negative from Sonoma County's/ Board of Supervisor's experience. The update can utilize information from the Mendocino Resiliency Plan process and Strategic Sonoma. The consultant RFP process will be done as a competitive bid process and could take up to 4 months. The Board wants reduced employee time to ensure more funding for implementation. Review of the 4 uses of the funds per EDA was given. Implementation decisions will be made once the CEDs update is completed.

Jon Frech left the meeting

#### **11) APPROVAL OF THE DISTRICT'S FY2020-21 EDA SUPPLEMENTAL GRANT BUDGET (ATTACHMENT B)**

**Discussion:** Board member recommended initial approval of \$70,000 for a CEDs consultant and \$30,000 for the development of the RFP and process to bring on an administrator to get the CEDs consultant in place. Staff clarified the limited availability of current staff and the need to hire new staff for the Admin Aide position for 2 years. They also requested funding Calvin Sandeen as Employee #3, and Fiscal Agent #5 for 2 years. There will be a period of at least 3 months before the Admin Aide can be hired, when the



RFP work will be done. EDB staff needs assistance during that period and had planned for EDFC to handle those tasks as Project Manager. They are also uncertain an Admin Aide will have the capacity needed to perform tasks that would have been handled by a Project Manager. A Board member recommended including 25,000 for project management to be available if needed. Staff can go after additional grants for implementation, if additional funds are needed.

**Motion by:** Mary Anne Petrillo to approve an initial budget for the EDA Supplemental grant at: CEDS Consultant - \$70,000, Project Manager/ Employee #1, as needed - \$25,000, Administrative Aide - \$71,448, District Administrator/ Employee #3 - \$7,924, Fiscal Agent/ Employee #5 - \$7,602, Fringe Benefits at 31% 34,711.94, with a total of \$216,685.94

**Seconded by:** Robin Bartholow

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

**Vote:** 5-0-1

**Motion Passed**

## 12) STAFF UPDATE – DISCUSSION

Calvin Sandeen: A reminder to all board members to submit the CA Form 700 to him, as it is a state requirement. He will be sending out a training link for Brown Act. At the next meeting he'll report on ad hoc policies and structure.

## 13) SUGGESTED AGENDA ITEMS FOR NEXT BOARD MEETING – DISCUSSION

- Discuss CEDS process
- Ideas for joint projects
- Updates of past and current projects

## 14) MEETING ADJOURNMENT - ACTION

**Motion by:** Lisa Badenfort to adjourn the meeting

**Seconded by:** Robin Bartholow

**Public Comment:** None

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

**Vote:** 6-0-0

**Motion Passed**

**Meeting adjourned at 12:18**

## SMEDD BOARD PACKET ATTACHMENTS

- A. OCTOBER 2020 SMEDD BOARD MEETING MINUTES
- B. FY2020-21 EDA SUPPLEMENTAL GRANT BUDGET
- C. HISTORY OF SMEDD PRESENTATION