



Board of Directors Meeting Minutes

June 21, 2022

Zoom: <https://sonomacounty.zoom.us/j/83043446159>

1. CALL TO ORDER AT 11:02 a.m.

2. ROLL CALL

Board Members:

Jon Frech- Present

Mary Anne Petrillo (Chair)- Present

Paul Garza Jr.- Present

Lisa Badenfort (Vice-Chair)- Present

Robin Bartholow- Present

Jeff Kelly- Present

Mike Nicholls- Present joined at 11:03 a.m.

SMEDD Associates:

Bradley Johnson, Sonoma EDB

Robert Gernert, Mendo EDFC

Stacey Caico, Mendo EDFC

3. CONSIDERATION OF APPROVAL OF VIDEOCONFERENCE IN COMPLIANCE WITH AB361

Public expression- None

Motion by: Paul Garza Jr. to approve videoconference meetings in compliance with AB361.

Seconded by: Lisa Badenfort

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

4. OPEN TIME FOR PUBLIC EXPRESSION

None

5. AGENDA ADJUSTMENTS-DISCUSSION/ACTION

None

6. STATEMENT OF CONFLICT OF INTEREST

None

7. CONSENT ITEMS – DISCUSSION/ACTION

A. Approval of Previous Board Meeting Minutes

1. Draft SMEDD BOD Meeting Minutes May 19, 2022

B. Open Time for Public Expression- None

Motion by: Paul Garza Jr. made a motion to approve the consent items.

Seconded by: Mike Nicholls

Public comment: None

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

Motion passed

8. FINANCIAL REPORT – DISCUSSION/ACTION

A. Monthly Financial Report

B. Monthly Reimbursement Request

C. Open time for Public Expression- None

Rebekah H. reported out on the financials. There were no transactions in May. Reimbursement requested of \$1,008.17 for staffing expenses from both the Planning and Supplemental grants. There is an approximate remaining balance of \$23K in the Planning grant. Reimbursement expenses for July are anticipated. There is approximately \$38K cash balance in the Supplemental grant. EDA has \$200K remaining. Discussions took place regarding utilizing the remaining funds in both grants and the timelines involved. Chair Petrillo directed Dist. Manager Brad to contact EDA for clarification as to how the remaining funds can be utilized and if extensions are an option. Chair Petrillo reminded the Board that Supplemental funds need to be utilized to invest in CEDS implementation work.

Motion by: Jeff Kelly motioned to accept the financials as presented and reimburse Sonoma County EDB \$1,008.17.

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

9. AD HOC COMMITTEE REPORTS- DISCUSSION/ACTION

A. District Financial/Budget Ad Hoc

1. Draft SMEDD Financial Policy

Jeff Kelly updated the Board that he has been working with Rebekah and SMEDD Associates on the transition of changing the financial responsibility from Sonoma County to SMEDD BOD, effective July 1st. He is awaiting final approval from Umpqua Bank on the bank account. He is working with the Sonoma County Treasurer regarding disbursing funds to open the new bank account. Jeff is updating the Draft version of the SMEDD

Financial Policy based on the feedback he has received. He will bring it back for Board approval at the next meeting. After a lengthy discussion, the Board agreed a formal process needs to be developed authorizing signers, (i.e. Treasurer/Vice Chair/contractor) and setting thresholds with limits to protect all involved. Jeff will create a Draft Authorization Form to be used and the Finance Ad Hoc will meet to discuss this further and bring recommendations back to the full board.

Motion by: Jeff Kelly to name signers on the account: (Treasurer/Vice Chair/ and EDFC-contractor)

Seconded by: Paul Garza Jr.

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

2nd Motion by: Chair Petrillo that all invoices are to be approved by the SMEDD Vice Chair and Treasurer before checks are issued. Upon authorization, EDFC as the contractor can sign checks under \$2,500. Checks \$2,501 or more, require 2 signatures (EDFC and a BOD).

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

B. CEDS Strategy Committee Update

2. CEDS Final.pdf

C. Final PRESS RELEASE SMEDD CEDS Public Comment

Paul Garza Jr. reported no public comment was received regarding the CEDS document. The Board discussed the need for input from the local tribes and Latino communities. Ideas were shared about outreach in the communities educating and informing them about the CEDS document and economic development opportunities of public interest. The Board agreed equity is an important priority. Chair Petrillo suggested the BOD give presentations about the CEDS to better understand the communities needs. Garza suggested creating a Power Point presentation on CEDS to present to all Boards of Supervisors. Chair Petrillo appointed Lisa Badenfort to the Finance Ad Hoc meetings. Chair Petrillo appointed a CEDS Implementation Ad Hoc group made up of: Paul Garza Jr., Mike Nicholls & Robin Bartholow.

Motion by: Paul Garza Jr. to adopt the CEDS strategy document as presented and submit to EDA.

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

10. Board Member Recruitment- DISCUSSION/ACTION

Vice Chair Badenfort reported out the Ad Hoc didn't meet but there have been discussions about the BOD needs. Vice Chair Badenfort spoke with Dist. Manager Bradley Johnson about the open seats. Ideas were shared about recruiting new members and creating a communication strategy. (4 seats- Sonoma, 4 seats- Mendocino and then 1 at large position, appointed by the SMEDD BOD). Currently there is an opening in Mendocino, (vacated by Katrina Kessen) as well as the "at large" position, (vacated by Paul Castro). It was decided that Vice Chair Badenfort will continue to work with Paul Garza Jr. and Bradley Johnson on filling the Board seats. Chair Petrillo recommended creating a SMEDD website with a simple landing page that both counties can link to. Chair Petrillo offered assistance to Vice Chair Badenfort with creating a basic website to get started.

No action taken, discussion only.

11. SMEDD Board Meeting Calendar and Location- DISCUSSION/ACTION

Chair Petrillo reminded the Board moving forward the Board will be meeting quarterly, and asked each member to check that the dates and times are correctly noted in their calendars. The meetings will return to in-person meetings and the meetings will rotate between both counties. Sonoma members were asked to provide suggestions on meeting locations in Sonoma County. Chair Petrillo will work with Dist. Manager Johnson on sending out a Doodle poll regarding the meeting dates and times moving forward.

12. STAFF UPDATE – DISCUSSION

A. Planning Grant and Supplemental Grant Language From EDA

B. EDA Planning Grant Progress Report Submitted

C. Open Time for Public Expression- None

Due to time constraints Staff Updates didn't happen.

13. MEETING ADJOURNMENT - ACTION

Motion by: Paul Garza Jr. to adjourn the meeting at 1:10

Seconded by: Mike Nicholls

Public comment: None

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

Motion passed

SMEDD Meeting Minutes Submitted by: Stacey Caico

SMEDD Board Approved: TBD

DRAFT