



Sonoma Mendocino Economic
Development District

BOARD OF DIRECTORS MEETING

February 10, 2023 | 1:00-3:00PM

Call to Order & Roll Call

Public Expression



Agenda

- Acknowledgements,
Announcements,
Correspondents
- Approve Consent
Items
- Financial Reporting
& Accounting
- County of Sonoma
Reimbursement
- Supplemental Grant
Budget Amendment
- CEDS Project Status
- Communications
- Calendar Review
- Board Member
Recruitment

Acknowledgements, Announcements, Correspondents

RGS Team Introductions



Josh Metz,
Executive & Economic
Development



Ashley Metzger,
Communications & Engagement



Abigail Scott,
Management Analyst



Harrison Tregenza,
Clerk of the Board



Tracy Fuller,
Fiscal Agent

Consent Items

Financial Reporting

Recommended Action #1

Authorize RGS to have administrative responsibilities for:

- Accounting/bookkeeping tasks;
- Delegated authority for signing checks under a determined threshold;
- Disbursement of checks

County of Sonoma Reimbursement

Recommended Action #2

Approve reimbursement of \$28,303.55 of previous planning grant (FY 2017-2022) funding to the County of Sonoma for allowable and approved staffing expenses.

Category	Total
Date Range	December 2017 to September 2018
Total Salaries	\$75,520.99
Sonoma County Matching Share	\$47,217.44
Reimbursable amount	\$28,303.55

Proposed Supplemental Grant Budget Amendment

Options Explored With EDA

“Move efficiently & spend the money”
- Malinda Matson, EDA

- Soliciting funding proposals from local agencies to deploy the supplemental funds for local projects;
 - ✘ Sub-awards prohibited by EDA prohibited
- New contracting process to deploy supplemental funds;
 - ? This is allowable for some services, but will not be fast to spend the remaining funds.
- **Connect, network, advise, support, educate**
 - ✓ Professional services contract - Fast and effective way to spend funds and support SMEDD.

Recommended Action #3

Authorize EDA budget amendment request as outlined.

Suggested Supplemental Grant Budget

Category	Total
Travel	\$9,000
Contractual	\$25,000
Other (Professional Services)	\$180,000
Indirect Charges (10% de minimis)	\$23,778
Total	\$237,778

- Travel: EDA Conference in Seattle March 23rd-24th & reimbursement to staff and board for driven mileage.
- Contractual: Services that are for the good of the entire district (i.e. studies, workshops, seminars, etc.)
- Other: Amending and expanding RGS' contract to combat burn rate and allow for more services.
- Indirect Charges: Insurance, Counsel, Website fees, etc.

Recommended Action #4

Request RGS to bring back expanded Professional Services Work plan at next Regular Board Meeting

CEDS Project Status

Communications

Calendar Review

Board Member Recruitment



THANK YOU