



BOARD MEETING AGENDA

June 17, 2021 | 10:00 a.m. - 12:00 p.m.

REMOTE ACCESS ONLY MEETING

By Video: <https://us02web.zoom.us/j/83269256318?pwd=Q3o0Z0Y4eVdjajVLU1JBc01HWUJ1Zz09>

By Phone: Dial In: 1 (669) 900-9128 | Meeting ID: 832 692 56318 | Password: 815290

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 20, 2021.

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 10:00

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

Staff Present: Sonoma EDB: Calvin Sandeen, Rebekah Heinze

Mendocino: Debbie Rasar

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.

Community Foundation, Broadband Alliance: Jeff Tyrell

Jeff introduced himself and explained he is working closely with Calvin. Maryanne has also been attending meetings.



4) AGENDA ADJUSTMENTS – DISCUSSION/ACTION

Calvin – Adjust financials #7. County of Sonoma staff cost reimburse, also includes contract cost with EPS for CEDS. This cost needs to be included. They are not staff so please adjust staffing cost.

Move to accept change: Mike Nicolls

Roll-call:

Lisa yes
Kelly yes
Nicholls yes
Maryanne yes
Frech yes

5 -0 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 (5 min)

- *Approval of May 20, 2021 Board Meeting Minutes*

Motion by: JEFF to approve the April 15, 2021 Board meeting minutes

Seconded by: MARYANNE

Public Comment: None

Roll-call:

Lisa yes
Frech yes
Kelly yes
Nicholls yes
Maryanne yes

Vote: 5-0-0



7) **FINANCIAL REPORT – DISCUSSION/ACTION (15 min)**

- **Monthly Financial Report:** *The District's Fiscal Analyst will provide a monthly financial report to the Board.*

\$9797 reimburse to Sonoma County
May expenses \$100,000 EDA supplemental grants
\$10,196.67 last month for staff/consulting
Attachment C
\$272.78 staff
\$9525 – consulting services
\$9797.78 total

Maryanne: how often do we get \$100,000?

Rebekah: SMEDD requests reimburse as needed.

YTD expenses - \$69,000

Mike: Attachment C – \$69,000 includes projections through June?

Rebekah: Yes

Lisa – EPS invoice needs to be clearer by being formatted to follow the way the project is progressing, Invoice by workplan it easier to follow. Ad Hoc to discuss for follow through.

Rebekah giving EPS feedback.

Maryanne what is fiscal agent?

Rebekah: Fiscal agent is cost to Sonoma EDB to reimburse for Rebekah's work.

Motion to approve Financial Report by: Jeff Kelly

Seconded by: Lisa

Public Comment: None

Roll-call:

Lisa yes

Frech yes

Kelly yes

Nicholls yes

Maryanne yes

Vote: 5-0-0



8) BUDGET AD HOC COMMITTEE REPORT – DISCUSSION (10 min)

FY 2021-22 annual budget.

Heinze: \$370,000 rev including \$70,00 supplemental grants
\$311,165 expenses
\$113,500 contracted services
CEDS staff
EDFC contract \$30,000
remaining contract from 2021
\$22,250 undetermined spend after CEDS complete

Frech: New format provides clarity and is appreciated.

Kelly, Nicholls: Agreed

Maryanne: EDA Planning Grant – is that CEDS?

Rebekah - \$70,000 + salary match in kind >> does not flow through SMEDD, just for reporting to EDA
EDFC is the Mendocino match.

Supplemental grant is \$400,000 COVID Recovery non-competitive funding supporting CEDS
The ad hoc committee was asked to write a report to the board at the end of their work.

Maryanne: include this information on document going forward?

Rebekah: Can send Board members additional financial information via email.

Attachment C – Page 2

District admin, fiscal agent split – only half of the hours billed to SMEDD

Heinze: Board to be blind copied on report submission to EDA

Public comment – NONE

Motion to Approve FY 2021-22 Annual Budget Report: Lisa Badenfort

Second: Jon Frech

Roll-call:

Lisa yes

Frech yes

Kelly yes

Nicholls yes

Maryanne yes

Vote: 5-0-0



9) REGIONAL BROADBAND DEVELOPMENT

The consultant and project managers will provide an update to the Board on the 2021 CEDS project.

Calvin: Broadband initiative, finished action plan, board approved, budget allocations done, public managed broadband entity, proper structure with ability to implement with service providers. Mendo connection – work regionally after entity in place modeled after Sonoma clean power. Share and apply for infrastructure funds/grants including Napa and Marin in consortium. Jeff Tyrell speed test initiative to ID broadband availability launching 2 processes GeoPartners LLC. Sonoma launched. Mendo next 400–500 participants in past week. Data capture successful. Building successful grant application.

Calvin. SMEDD logistics for applying and manage. Federal website logins to register entity and apply, manage. Streamlining logins, etc. When done can apply for grants.

CEDS: Vacations this week.

Jeff: Mendo behind Sonoma but have BOS engaged so adjust messaging and aesthetics.

John Frech: Q: how much money do we have to support broadband?

Calvin: goal of getting organized. Grants SMEDD is eligible for. Originally a planning but can SMEDD be an implement entity as well > board discussion. SMEDD vehicle to leverage funds going forward. Waiting on federal process 4-5 weeks to set up then can apply for grants.

Kelly: Funds + infrastructure assets. SMEDD can be incubator entity that takes over.

Maryanne – Q: Is there another entity that needs to be in place for joint venture? Are we registering as entity for grants? Is this grants.gov?

Calvin yes. Sonoma EDA has been primary so yes creating a separate identity is needed with it's own TIN, Dunn # as to lessen Sonoma responsibility and create separate legal entity

Maryanne – continue to report on progress

Maryanne – Speed test. Desperately need more robust outreach about what it means to be connected. Should devise communication outreach plan to tell community how they contribute. Educate the community to get more funding. Are there funds for this?

Nicholls: Broadband included in questionnaire to capture data

Kelly: is this a 501c3? Or still in operation as JPA but financially separate legally?

Heinze – JPA is separate

Nicholls – Jeff sent Magellan Report + summary to Board members to understand BOS presentation that received 4-0 approval

Calvin – Action plan needed for \$315,000 Sonoma award specific to a governance structure analysis. If there is a new entity, what would that be, etc. Could be done similar to Sonoma Clean Power JPA with ability to expand regionally.

10) DISASTER WORKFORCE AND SITE IDENTIFICATION COMMITTEE UPDATE – DISCUSSION (15 min)

The Disaster Workforce and Site Identification Ad Hoc Committee will discuss opportunities for the District to increase collaboration with Counties and other entities to utilize available funds from the U.S. Department of Labor to support displaced workers from COVID-19 or disasters with temporary employment.



Paul Castro, who is absent, has been leading this discussion. It will be postponed to the next meeting. Maryanne, Robin, Paul have not heard update. Meeting was missed last month. Maryanne will reach out to ask him for update for next month's meeting.

Nicholls: Remind Paul bylaws state that members which have 3 consecutive absences may lose board membership.

11) 2021 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDs) UPDATE – DISCUSSION (20 min)

- a. Brad on honeymoon
- b. Marie Jones temporarily unavailable
- c. Maryanne – Ad Hoc
 - i. Slow start. EPS struggled with jurisdiction understanding but doing better.
 - ii. Bradley and Marie contribution is vital to this.
 - iii. Survey will help. Better path now.
 - iv. Marie working closely with Ashley to move the ball forward.
- d. Mike: Basecamp documents. Everyone take time to review and use this meeting as platform for questions. His review saw that LatinX community was left out of survey and instead focused on the Asian community. Need to address this to keep survey inclusive of all key demographics in Sonoma County. Please read Basecamp documents and provide feedback and direction to EPS.
- e. Maryanne – Poverty level demographic also missing. Demographic is growing. There are poverty “islands” in Sonoma County. All of Mendocino County now considered low income.
- f. Mike: Broadband Questionnaire asking “how you rank in a disaster” should add importance of 2-way radio comms when cell towers, broadband, power, land lines all go down with no access to 911.
- g. Lisa – What is role of SMEDD going forward? Is it a convener? For example, there are great opportunities with broadband and SMEDD to act as a clearinghouse for upcoming funding opportunities.
- h. Marie Jones joined.
 - i. Sending the Board the Survey Monkey done for 2016 CEDs for reference and to inform current process.



12) SUGGESTED AGENDA ITEMS FOR NEXT BOARD MEETING – DISCUSSION

- Mendo council
- Jeff Kelly – CEDs update, standing item report from Calvin
- Calvin: all board members biography: Paul, Katrina, Lisa (next meeting)
- Maryanne: COVID – return to in person meeting soon?
- Mike: EDB had board workshop last week for first time in 15 months and improved cohesiveness.
Consider hybrid meeting after Sept 30 when Brown Act changes. Meanwhile Board members must post meeting notice at your home and allow entry from the public if they wish.

13) MEETING ADJOURNMENT – ACTION

Motion by: Lisa to adjourn the meeting at 11:26

Seconded by: Jeff Kelly

Public Comment: None

Roll-call:

Lisa yes

Frech yes

Kelly yes

Nicholls yes

Maryanne yes

Vote: 5-0-0

SMEDD BOARD PACKET ATTACHMENTS

A. APRIL 15, 2021 SMEDD BOARD MEETING MINUTES

B. APRIL 2021 SMEDD FINANCIAL REPORT