



**AGENDA**  
**Sonoma Mendocino Economic Development District**  
**Board of Directors Meeting - Friday, February 16, 2024, at 1:00 pm PST**

**Remote Attendance Link:**  
<https://us06web.zoom.us/j/82922778261>

**In Person Meeting Locations:**  
West Business Development Center (707) 964-7571  
345 North Franklin Street, **Fort Bragg**, CA 95437  
and

**New Location**  
Mendocino County Campus - (707) 463-4441  
Conference Room (down the hall on the left)  
880 North Bush Street  
**Ukiah CA 95482**

and  
Sonoma County Economic Development Board (707) 565-7170  
141 Stony Circle, Suite 110, **Santa Rosa**, CA 95401

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**CALL TO ORDER** by Robin Bartholow, Chairperson

**ROLL CALL** by Norma Alley

- Chairperson Robin Bartholow
- Vice Chairperson Paul Garza
- Board Member Lisa Badenfort
- Board Member Tim Karas
- Board Member Jeff Kelly
- Board Member Jim Mayfield
- Board Member Mary Anne Petrillo

Vacancies:

- Board Member Sonoma Appointment Vacant Seat
- Board Member At-Large Vacant Seat

**AGENDA CHANGES AND DELETIONS** - To Current Agenda Only

**APPROVAL OF THE AGENDA**

**PUBLIC COMMENT** - Open time for Public Expression

*Time reserved for members of the public to speak on matters not otherwise appearing on the agenda.*

**CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion and one vote. Unless otherwise requested by a Board Member, there will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and will be considered separately.*

*There will be one opportunity for public comment on all consent items. Comments are limited to 3 minutes each, and the Chairperson may limit this time if reasonable under the circumstances.*

**Item 1** Approval of Check Register as of January 31, 2024

**Item 2** Financial Reporting:

- Receive and File Board Report following Jim Mayfield's recommended format
- Receive and File Summary Expenditures Report as of 12/31/2023

**Item 3** Approve Meeting Minutes:

- November 21, 2022
- December 6, 2022
- February 10, 2023
- September 26, 2023
- October 20, 2023
- October 20, 2023 - Special Meeting
- December 8, 2023

## MATTERS FOR CONSIDERATION - Action Items

**Item 4** Approve a Request to Produce a Letter of Support for United States Department of Transportation (USDOT), Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant Program Submission for a Coalition Comprised of Sonoma County, the City of Cloverdale, and Sonoma-Marin Area Rail Transit (SMART)

**Item 5** Consider and Authorize the SMEDD to Respond to a Request Regarding a Sonoma Clean Power Annual Brand Awareness Research Survey

**Item 6** Receive an Update on the Status of Biomass Utilization Symposium Planning and Provide Guidance as Appropriate

**Item 7** Receive an Update on California Jobs First: Redwood Region RISE; North Bay Working Group; EDF Working Group

## DISTRICT MANAGER'S REPORT

### UPDATES

- FY 23-24 Comprehensive Economic Development Strategy Update Process Report
- EDA Supplemental Work Plan Report
- Mendocino County FY 22/23 in-kind payment status
- FY 23/24 County-level in-kind payment status reporting
- Grant Drawdowns & RGS payments status

### FUNDING OPPORTUNITIES

- Jobs First Catalyst Funds
- EDA PWEAA Assistance

### Letters of Support Issued & Outcomes

Request From	Topic/Project	SMEDD Letter Issued to Requestor	Status of Grant Award
Regenerative Forest Solutions	Woody FeedStock Pilot Project (CalFire)	9/27/2023	Under Review -
Regenerative Forest Solutions	Woody FeedStock Pilot Project (Bay Area Council)	9/27/2023	Awarded -

Mendocino Forest Products	Biomass-to-Hydrogen Grant Application	9/15/2023	Awarded ▾
West Business Development Center	CalOSBA Blue Economy iHub	8/31/2023	Under Review ▾
Regenerative Forest Solutions	Woody FeedStock Pilot Project USDA Forest Service	8/9/2023	Under Review ▾
Regenerative Forest Solutions	NCRP Woody FeedStock Pilot Project	8/9/2023	Awarded ▾
Sonoma County Meat Company	USDA Local Meat Capacity Grant	6/21/2023	Under Review ▾
Noyo Harbor	Noyo Harbor District Port Infrastructure Development	4/24/2023	Under Review ▾

**UPCOMING EVENTS THAT MAY BE OF INTEREST** - *not necessarily SMEDD connected*

- **April 10-12, 2024** [CALED Annual Conference](#) - “Elevate”, Hyatt Regency, Santa Rosa
- **May 1, 2024** [NorthBay NEXT - MSIV](#), College of Marin - Jonas Center, Novato
- **May 2-3, 2024** [Biomass Utilization Symposium](#) - HREC, Hopland

**BOARD MEMBER REPORTS OR COMMENTS**

*Time reserved for members of the Board to report on AdHoc Committee activities and to speak on matters not otherwise appearing on the agenda. No Actions.*

**ADJOURNMENT** by Robin Bartholow, Chairperson

For a copy of Board Packet materials, please visit [smedd.org](http://smedd.org) or email Abigail Scott ([abigail@smedd.org](mailto:abigail@smedd.org)).



**SONOMA MENDOCINO ECONOMIC DEVELOPMENT DISTRICT**  
**Disbursements / Check Register**  
**Payments Through January 31, 2024**

*Changes  
since last transmittal\**

*Transmittal on February 16, 2024, to the Board of Directors at their Board Meeting*

Check No.	Amount	Date	Paid to (Payee)	Description
<b>*CHANGES SINCE LAST TRANSMITTAL:</b>				
Bank Bill Pay	\$1,097.66	12/4/2023	West Business Development Center	EDA Round Table, M. Petrillo, Expenses Supplemental Grant
<b>PREVIOUSLY REPORTED ACTIVITY:</b>				
1300	\$2,956.50	1/4/2023	William Adams; Johnson and Thomas LLC	Legal Services
1301	\$28,280.22	1/4/2023	US Dept of Commerce / NOAA	Reimbursement to Grantor (EDA) of unexpended Partnership Planning grant funds: Grant No. ED17SEA3020055; Period 7/1/2017 - 6/30/2022
1302	\$20.00	3/1/2023	Streamline	Website Platform Service - February 2023
1303	\$28,303.55	3/17/2023	County of Sonoma	Sonoma County staff reimbursement for services for Partnership Planning grant funds: Grant No. ED17SEA3020055; Period 7/1/2017 - 6/30/2022
1304	\$225.00	3/17/2023	Marie Jones Consulting	Provided CEDS Project Prioritization Services
1305	\$6,786.95	7/12/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects December 2022
1306	\$8,426.75	7/12/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects January 2023
1307	\$10,000.00	8/11/2023	AgInnovations	Ag Innovation Hub Brainstorming Workshop 5/30/2023
1308	\$12,893.95	8/11/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects FEBRUARY 2023 Planning Grant
	\$29,172.25	8/11/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects FEBRUARY 2023 Supplemental Grant
1309	\$4,900.00	8/11/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects MARCH 2023 Planning Grant
	\$38,390.00	8/11/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects MARCH 2023 Supplemental Grant
1310	\$9,302.00	8/11/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects APRIL Planning Grant
	\$28,543.45	8/11/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects APRIL Supplemental Grant
1311	\$9,155.75	8/11/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects MAY Planning Grant
	\$19,027.50	8/11/2023	Regional Government Services	Professional Services - Administration; CEDS; EDA Grant Projects MAY Supplemental Grant

**Somona Mendocino Economic Development District  
Budget-to Actual Report as of December 31, 2023**

ACCRUAL BASIS:	Multi-Year Grant Award	Fiscal Year 2022-2023				Fiscal Year 2023-2024				Fiscal Year 2024-2025			
		Budget	Actual	Forecasted	Variance	Budget	Actual	Forecasted	Variance	Budget	Actual	Forecasted	Variance
<b>Revenues</b>						as of 12/31/2023							
Partnership Planning Grant EDA Grant Award	\$210,000.00	\$70,000.00	\$0.00	\$70,000.00	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00	\$70,000.00	\$70,000.00	\$0.00	\$70,000.00	\$70,000.00
Mendocino County Match	\$105,012.64	\$35,000.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	\$35,000.00	\$35,012.64	\$0.00	\$35,012.64	\$35,012.64
Sonoma County Match	\$105,012.65	\$35,000.00	\$0.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	\$35,000.00	\$35,000.00	\$35,012.65	\$0.00	\$35,012.65	\$35,012.65
CARES Act Supplemental Grant EDA Grant Award	\$400,000.00	\$400,000.00	\$0.00	\$200,000.00	\$400,000.00	\$180,000.00	\$0.00	\$200,000.00	\$180,000.00				
<b>TOTAL Revenue</b>	<b>\$820,025.29</b>	<b>\$540,000.00</b>	<b>\$0.00</b>	<b>\$340,000.00</b>	<b>\$540,000.00</b>	<b>\$320,000.00</b>	<b>\$0.00</b>	<b>\$340,000.00</b>	<b>\$320,000.00</b>	<b>\$140,025.29</b>	<b>\$0.00</b>	<b>\$140,025.29</b>	<b>\$140,025.29</b>
<b>Expenses</b>													
Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Partnership Planning Grant CEDs	\$420,025.29	\$70,000.00	\$57,754.85	\$70,000.00	\$12,245.15	\$70,000.00	\$31,147.41	\$140,000.00	\$38,852.59	\$140,025.29	\$0.00	\$140,025.29	\$140,025.29
							see Note **						
CARES Act Supplemental Grant Projects*	\$400,000.00	\$246,053.08	\$136,283.45	\$180,000.00	\$109,769.63	\$109,770.00	\$29,900.65	\$109,770.00	\$79,869.35				
<b>TOTAL Expenses</b>	<b>\$820,025.29</b>	<b>\$316,053.08</b>	<b>\$194,038.30</b>	<b>\$250,000.00</b>	<b>\$122,014.78</b>	<b>\$179,770.00</b>	<b>\$61,048.06</b>	<b>\$249,770.00</b>	<b>\$118,721.94</b>	<b>\$140,025.29</b>	<b>\$0.00</b>	<b>\$140,025.29</b>	<b>\$140,025.29</b>
<b>Grand Total Revenues Less Expenses</b>	<b>\$0.00</b>	<b>\$223,946.92</b>	<b>-\$194,038.30</b>	<b>\$90,000.00</b>	<b>\$417,985.22</b>	<b>\$140,230.00</b>	<b>-\$61,048.06</b>	<b>\$90,230.00</b>	<b>\$201,278.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

\* Final Grant Reporting due before the end of the fiscal year. The Project Breakdown is underway and will be reported in a future report. These figures will be revised.

\*\* \$31,147.41 does not reflect County Matches

It would also be nice to track these individual expenditures to CEDs goals.

A supplemental report could easily be generated to give the BOD a view of \$\$ spend to accomplish CEDs goals

BUDGETS AND EXPENDITURES SUMMARY OF SMEDD INVOICES							
		RGS Contracts			Total Grant Awards		
Initial Contract or Budget		\$60,000	\$180,000	\$240,000	\$70,000	\$220,000	\$290,000
Year	Month	Planning Grant Code 001	Supplemental Grant Code 002	RGS Monthly Total	Planning Grant Code 001	Supplemental Grant Code 002	Total Budget Monthly Total
2022	December	\$ 6,786.95	\$ -	\$ 6,786.95	\$ 6,786.95	\$ -	\$ 6,786.95
2023	January	8,426.75	-	\$ 8,426.75	8,426.75	-	\$ 8,426.75
2023	February	12,893.95	29,172.25	\$ 42,066.20	12,893.95	29,172.25	\$ 42,066.20
2023	February Expenses	-	-	\$ -	-	-	\$ -
2023	March	4,900.00	38,390.00	\$ 43,290.00	4,900.00	38,390.00	\$ 43,290.00
2023	March Expenses	-	1,231.90	\$ 1,231.90	-	1,231.90	\$ 1,231.90
2023	April	9,302.00	28,543.45	\$ 37,845.45	9,302.00	28,543.45	\$ 37,845.45
2023	April Expenses	-	1,031.20	\$ 1,031.20	-	1,031.20	\$ 1,031.20
2023	May	9,155.75	19,027.50	\$ 28,183.25	9,155.75	29,027.50	\$ 38,183.25
2023	May Expenses	-	2,565.30	\$ 2,565.30	-	2,565.30	\$ 2,565.30
2023	June	6,289.45	3,935.00	\$ 10,224.45	6,289.45	3,935.00	\$ 10,224.45
2023	June Expenses	-	2,386.85	\$ 2,386.85	-	2,386.85	\$ 2,386.85
<b>Fiscal Year 22/23 Total</b>		<b>\$ 57,754.85</b>	<b>\$ 126,283.45</b>	<b>\$ 184,038.30</b>	<b>\$ 57,754.85</b>	<b>\$ 136,283.45</b>	<b>\$ 194,038.30</b>
<b>Budget Reset on 7/1/2023</b>					<b>\$70,000</b>	<b>\$83,717</b>	
2023	July	10,423.60	6,004.50	\$ 16,428.10	10,423.60	6,004.50	\$ 16,428.10
2023	July Expenses	-	809.73	\$ 809.73	-	809.73	\$ 809.73
2023	August	7,324.35	8,237.15	\$ 15,561.50	7,324.35	8,237.15	\$ 15,561.50
2023	August Expenses	-	158.24	\$ 158.24	-	158.24	\$ 158.24
2023	September	4,580.50	4,560.00	\$ 9,140.50	4,580.50	4,560.00	\$ 9,140.50
2023	September Expenses	-	121.76	\$ 121.76	-	121.76	\$ 121.76
2023	October	5,477.85	3,230.00	\$ 8,707.85	5,477.85	3,230.00	\$ 8,707.85
2023	October Expenses	-	-	\$ -	-	-	\$ -
2023	November	1,122.11	2,240.00	\$ 3,362.11	1,122.11	2,240.00	\$ 3,362.11
2023	November Expenses	-	132.05	\$ 132.05	-	132.05	\$ 132.05
2023	December	2,219.00	4,217.60	\$ 6,436.60	2,219.00	4,217.60	\$ 6,436.60
2023	December Expenses	-	189.62	\$ 189.62	-	189.62	\$ 189.62
<b>Calendar Year 2023 Total</b>		<b>\$ 82,115.31</b>	<b>\$ 156,184.10</b>	<b>\$ 238,299.41</b>	<b>\$ 82,115.31</b>	<b>\$ 166,184.10</b>	<b>\$ 248,299.41</b>
Miscellaneous 2023 Vendor Payments (not RGS or AgInnovations)						\$ 14,054.16	\$ 14,054.16
<b>GRAND TOTAL SINCE December 2022</b>					<b>\$ 88,902.26</b>	<b>\$ 180,238.26</b>	<b>\$ 269,140.52</b>



**DATE:** February 16, 2024  
**TO:** Board of Directors  
**FROM:** Norma I. Alley, MMC, Clerk of the Board  
**SUBJECT:** Consider approval of the Board of Directors Meeting Minutes

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**STATEMENT OF ISSUE:**

The purpose of this item is to approve minutes of the Board of Directors meetings for the historical preservation and posterity of the Sonoma Mendocino Economic Development District (SMEDD) Board actions for future generations to understand the valuable work considered and accomplished by SMEDD for the vitality of the two county's economic development.

**FINANCIAL IMPACTS:**

There are no anticipated financial impacts.

**BACKGROUND:**

The SMEDD Board has monthly regular meetings scheduled and in compliance with the Brown Act and public records laws, those meetings are recorded in minutes to be retained, in perpetuity, in the Sonoma County's and Mendocino County's archives.

Minutes for consideration for approval today are:

- |                                       |  |
|---------------------------------------|--|
| 1. December 8, 2023                   | 5. February 10, 2023 – Special Meeting |
| 2. October 20, 2023 – Regular Meeting | 6. December 6, 2022                    |
| 3. October 20, 2023 – Special Meeting | 7. November 21, 2022                   |
| 4. September 26, 2023                 |  |

Minutes expected for approval at the April Board Meeting:

- |                  |                      |
|------------------|----------------------|
| 1. July 21, 2023 | 4. April 21, 2023    |
| 2. June 16, 2023 | 5. February 24, 2023 |
| 3. May 19, 2023  |                      |

**RECOMMENDATION:**

Motion to approve the minutes.

**ATTACHMENTS:**

Minutes:

- |                                       |  |
|---------------------------------------|--|
| 1. December 8, 2023                   | 5. February 10, 2023 – Special Meeting |
| 2. October 20, 2023 – Regular Meeting | 6. December 6, 2022                    |
| 3. October 20, 2023 – Special Meeting | 7. November 21, 2022                   |
| 4. September 26, 2023                 |  |



**Sonoma Mendocino Economic Development District  
Board of Directors Special Meeting  
November 21, 2022, at 9:30 a.m.**

**Meeting was held virtually over Zoom**

**CALL TO ORDER**

Chair Petrillo called the meeting to order at 9:32 a.m.

**ROLL CALL**

Board Present: Robin Bartholow Lisa Badenfort, Vice Chair  
Paul Garza Jeff Kelly, Treasurer  
Mike Nicholls Mary Ann Petrillo, Chair

Board Absent: Jon Frech Board Vacancies: Two Seats

Staff:  
Bradley Johnson, Sonoma County Management Analyst  
Rebekah Heinze, Sonoma County Fiscal & Budget Analyst

**PUBLIC COMMENT**

Chair Petrillo called for public comment. Seeing no one come forward, she closed public comment.

**AGENDA ADJUSTMENTS**

There were no Agenda adjustments; therefore, by unanimous consent of the Board, the agenda was approved.

**CONFLICT OF INTEREST STATEMENT**

Chair Petrillo called for conflicts of interest with items on the agenda. Director Garza declared a Conflict of Interest on the Website Developer item, therefore would be abstaining from voting on that item.

**CONSENT CALENDAR**

Consideration of Approval for Video Conferencing AB361.

By unanimous consent of the Board, the AB361 requirements were accepted, approved, and adopted by the Board.



## ADMINISTRATIVE UPDATES

### Audits and Financials

Sonoma County Management Analyst Johnson provided an update regarding an audit of SMEDD'S grant from the past five years. He stated auditors are in demand and due to workload, no one can provide services until after the first of the year. Mr. Johnson reported SMEDD had access to ASAP and working on entering the new banking information for transfer of funds. Mr. Johnson fielded questions from the Board.

Sonoma County Fiscal & Budget Analyst Heinze reported staff was waiting to hear from the County Auditor's Office for the last disbursements, and the final planning grant financial report was to be completed when EDA receives the funds back at which time the final report will be submitted to close out the planning grant; to ensure completing the audit. Ms. Heinze noted one key difference between the previous five years and the next three years was staff will no longer be allowed the advancement of funds. The EDA has put the funding on reimbursement only for both the supplemental funds and the remaining planning grant funds. Ms. Heinze reported SMEDD was to receive \$41,738.31, made up of \$37,866 of supplemental funds and \$3,959 of accrued interest of non-grant funds.

## ACTION ITEMS

### Discussion and Action for Proposal of District Services.

Director Garza reported one proposal was received and recommended the Board's approval of the Regional Government Services (RGS) proposal and to enter into a contract with RGS.

Chair Petrillo called for public comment.

Stacy, Economic Development Corporation Representative, inquired regarding any conflict of interests.

Seeing no further comments, Chair Petrillo closed public comment.

Board members fielded inquiry from the public comment stating there were no conflicts of interest as there is no financial benefit for any of the Directors or County staff members, or personal relationship between RGS contractors and SMEDD.

**MOTION:** Director Garza and seconded by Director Badenfort to approve the contract with Regional Government Services. Motion was approved by a 6 Yes/0 No/1 Absent (Frech) roll call vote.

### Discussion and action to Approve Website Developer

Director Bartholow reported four proposals were received with an assortment of different services and costs. She noted the vendor receiving the highest score on the scoring matrix was Streamline and the ad hoc committee recommends approving a contract with Streamline for website development services.

**MOTION:** Director Nicholls and seconded by Director Badenfort to approve a contract with Streamline. Motion was approved by a 5 Yes/0 No/1 Abstain (Garza)/1 Absent (Frech) roll call vote.

Confirm Date and Agenda for Next Board Meeting

Consensus by the Board was to hold the next Board Meeting in January.

**INFORMATION ITEMS**

Director Nicholls announced he submitted his resignation to the Board to be effective as of December 31, 2022.

**ADJOURNMENT**

Chair Petrillo adjourned the meeting at 10:30 a.m.

APPROVAL:

ATTEST:

\_\_\_\_\_  
Robin Bartholow, Chair of the Board

\_\_\_\_\_  
Norma I. Alley, MMC, Clerk of the Board



**Sonoma Mendocino Economic Development District  
Board of Directors Special Meeting  
December 6, 2022, at 1:00 p.m.**

**Meeting was held virtually over Zoom**

**CALL TO ORDER**

Chair Petrillo called the meeting to order at 1:06 p.m.

**ROLL CALL**

Board Present: Lisa Badenfort, Vice Chair Jon Frech  
Paul Garza Jeff Kelly, Treasurer  
Mike Nicholls Mary Ann Petrillo, Chair

Board Absent: Robin Bartholow Board Vacancies: Two Seats

**Staff:**

Bradley Johnson, Sonoma County Management Analyst  
Rebekah Heinze, Sonoma County Fiscal & Budget Analyst

**CONFLICT OF INTEREST STATEMENT**

There were no declarations of conflict of interests.

**PUBLIC COMMENT**

Chair Petrillo called for public comment. Seeing no one come forward, she closed public comment.

**AGENDA ADJUSTMENTS**

There were no Agenda adjustments; therefore, by unanimous consent of the Board, the agenda was approved.

**CONSENT CALENDAR**

Consideration of Approval for Video Conferencing AB361.

By unanimous consent of the Board, the AB361 requirements were accepted, approved, and adopted by the Board.

**ACTION ITEMS**

Discussion and Action for Budget Resolution 2022/23

Sonoma County Fiscal & Budget Analyst Heinze presented the staff report.

Chair Petrillo called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Director Nicholls and seconded by Treasurer Kelly to approve a resolution adopting the Sonoma Mendicino Economic Development District 2022/2023 Budget. Motion was approved by a 6 Yes/0 No/1 Absent (Bartholow) roll call vote.

**ADMINISTRATIVE UPDATES**

Audit

Sonoma County Fiscal & Budget Analyst Heinze presented the staff report noting staff was still working on securing an auditor.

**INFORMATION ITEMS**

Chair Petrillo announced the next Board Meeting was to be held on January 30 at 1:00 p.m.

**ADJOURNMENT**

Chair Petrillo adjourned the meeting at 1:25 p.m.

APPROVAL:

ATTEST:

\_\_\_\_\_  
Robin Bartholow, Chair of the Board

\_\_\_\_\_  
Norma I. Alley, MMC, Clerk of the Board



**Sonoma Mendocino Economic Development District  
Board of Directors Special Meeting  
February 10, 2023, at 1:00 p.m.**

**Meeting was held virtually over Zoom**

**CALL TO ORDER**

Chair Petrillo called the meeting to order at 1:02 p.m.

**ROLL CALL**

Board Present: Robin Bartholow Jon Frech  
Paul Garza Jeff Kelly, Treasurer  
Mary Ann Petrillo, Chair  
Board Absent: Lisa Badenfort, Vice Chair Board Vacancies: Three Seats

**Staff:**

Joshua Metz, District Manager/Economic Development Advisor  
Tracy Fuller, Fiscal Agent/Economic Development & Finance Advisor  
Bradley Johnson, Sonoma County Economic Development Board Management Analyst  
Harrison Tregenza, Clerk of the Board

**PUBLIC COMMENT**

Chair Petrillo called for public comment. Seeing no one come forward, she closed public comment.

**ACTION ITEM**

Consideration of Approval for Video Conferencing AB361.

**MOTION:** Director Garza and seconded by Treasurer Kelly to approve the AB361 requirements. Motion was approved by a 5 Yes/0 No/1 Absent (Badenfort) roll call vote.

**ADJOURNMENT**

Chair Petrillo adjourned the meeting at 1:25 p.m.

APPROVAL:

ATTEST:

\_\_\_\_\_  
Robin Bartholow, Chair of the Board

\_\_\_\_\_  
Norma I. Alley, MMC, Clerk of the Board



**Sonoma Mendocino Economic Development District  
Board of Directors Special Meeting  
September 26, 2023, at 1:00 p.m.**

**Meeting was held virtually over Zoom and  
In Person Meeting Locations:**

West Business Development Center - 345 North Franklin Street, **Fort Bragg**, CA 95437  
and

Black Oak Coffee Roasters - 476 North State Street, **Ukiah**, CA 95482  
and

Sonoma County Economic Development - 141 Stony Circle, Suite 110, **Santa Rosa**, CA 95401

**CALL TO ORDER**

Chair Bartholow called the meeting to order at 1:00 p.m.

**ROLL CALL**

Board Present:        Robin Bartholow, Chair                                Lisa Badenfort  
                                 Jon Frech    Paul Garza Jr., Vice Chair  
                                 Jeff Kelly, Treasurer    Mary Ann Petrillo

Board Vacancies:     Three Seats

**Staff:**

Joshua Metz, District Manager/Economic Development Advisor  
Tracy Fuller, Fiscal Agent/Economic Development & Finance Advisor  
Bradley Johnson, Sonoma County Economic Development Board Management Analyst  
Xuyen Mallela, Mendocino County Principal Administrative Analyst  
Norma I. Alley, MMC, Clerk of the Board

**AGENDA CHANGES AND DELETIONS**

There were no Agenda changes or deletions.

**APPROVAL OF THE AGENDA**

**MOTION:** Director Kelly and seconded by Director Badenfort to approve the Agenda. Motion was approved by a 6 Yes/0 No roll call vote.

## **PUBLIC COMMENT**

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

## **CEREMONIAL MATTER FOR CONSIDERATION**

**Item 1** Resolution Recognizing Mary Anne Petrillo for her service as Chair of the Board of Directors of the Sonoma Mendocino Economic Development District during the period October 16, 2021, to June 30, 2023

**MOTION:** Vice Chair Garza and seconded by Director Kelly to approve a resolution Recognizing Mary Anne Petrillo for her service as Chair of the Board of Directors of the Sonoma Mendocino Economic Development District during the period October 16, 2021, to June 30, 2023. Motion was approved by a 6 Yes/0 No roll call vote.

## **CONSENT CALENDAR**

**Item 2** Approval of Check Register as of August 31, 2023

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Director Kelly and seconded by Director Petrillo to approve the Consent Calendar. Motion was approved by a 6 Yes/0 No roll call vote.

## **MATTERS FOR CONSIDERATION**

**Item 3** Discussion and Consideration of the SMEDD Board of Directors' Role and Participation in the Recruitment of new SMEDD Board Members from the County of Mendocino and the County of Sonoma, and Consideration of Adoption of a Resolution Making a SMEDD Board Recommendation or Position Known

Sonoma County Management Analyst Johnson presented the staff report noting two applications had been received, will go through the County's review, and recommendation for appointment of two applicants to come at a later date.

Mendocino County Principal Administrative Analyst Mallela presented the staff report noting four applications had been received, scheduled for County review, and recommendation for appointment to come at a later date.

Discussion ensued regarding the number of vacant positions to be filled, resignation of Director Jon Frech, and general direction for recruitment.

It was determined the Sonoma Mendocino Economic Development District Board was to appoint the At-Large position, which was last filled by Paul Castro from Sonoma County, so would need to be a Mendocino County representative.

It was determined the Sonoma County Board of Supervisors and Mendocino County Board of Supervisors were to appoint the other vacant positions with a recommendation from the Sonoma Mendocino Economic Development District Board.

**MOTION:** Director Badenfort and seconded by Director Kelly to create an ad hoc committee, comprised of Director Badenfort and Chair Bartholow, to review applications and make a recommendation of an applicant to the Sonoma County Economic Board of Supervisors on behalf of the Sonoma Mendocino Economic Development District Board. Motion was approved by a 6 Yes/0 No roll call vote.

Vice Chair Garza stepped away from the meeting.

**MOTION:** Director Kelly and seconded by Director Badenfort to delegate the Sonoma Mendocino Economic Development District Board's authority to the ad hoc committee to make the recommendation to Sonoma County Economic Board of Supervisors and support the County's decision for appointment. Motion was approved by a 5 Yes/0 No/1 Absent (Garza) roll call vote.

Vice Chair Garza returned to the meeting.

**MOTION:** Vice Chair Garza and seconded by Director Petrillo to create an ad hoc committee, comprised of Vice Chair Garza and Director Petrillo, to review applications and make a recommendation of an applicant to Mendocino County Board of Supervisors on behalf of the Sonoma Mendocino Economic Development District Board. Motion was approved by a 6 Yes/0 No roll call vote.

**Item 4** Consideration of a Sanitary Collection System Improvement in the City of Santa Rosa and Authorization to Engage in a Partnered Grant Application to the U.S. Economic Development Administration's Public Works and Economic Adjustment Assistance Program

Sonoma County Management Analyst Johnson presented the staff report and fielded questions from the Board.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

Director Badenfort and Chair Bartholow declared they were to abstain from vote due to being on the Board of Public Utilities at the City of Santa Rosa as it has an appearance of conflict. There was no actual conflict as there is no financial interest or gain in the decision.

**MOTION:** Vice Chair Garza and seconded by Director Kelly to support the grant application. Motion failed for lack of majority of membership vote able to be established.

Chair Bartholow requested staff consider bringing back for consideration after the vacant positions are filled.

**Item 5** Authorize Letters of Support for Regenerative Forest Solutions for Several Grant Proposals to Extend Impact of Successfully-Awarded North Coast Resource Partnership Woody Feedstock Aggregation Pilot Project Proposal

District Manager/Economic Development Advisor Metz presented the staff report and fielded questions from the Board.



Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Vice Chair Garza and seconded by Chair Bartholow to approve letters of support. Motion was approved by a 6 Yes/0 No roll call vote.

**Item 6** Consideration of Scheduling the November Board Meeting on Friday, November 10, 2023, instead of Friday, November 17, 2023

General discussion commenced regarding moving the meeting date and the Board decided to keep the November meeting on November 17.

**DISTRICT MANAGER’S REPORT**

District Manager/Economic Development Advisor Metz updated the Board on general matters of the District.

Director Frech left the meeting at 3:09 p.m.

**BOARD MEMBER REPORTS OR COMMENTS**

There were no Board Member Reports.

**UPCOMING EVENTS THAT MAY BE OF INTEREST**

September 28, 2023 – Business Friendly Communities Webinar on September 28, 2023.

There were no additional events announced.

**ADJOURNMENT**

Chair Bartholow adjourned the meeting at 3:11 p.m.

APPROVAL:

ATTEST:

\_\_\_\_\_  
Robin Bartholow, Chair of the Board

\_\_\_\_\_  
Norma I. Alley, MMC, Clerk of the Board



**Sonoma Mendocino Economic Development District  
Board of Directors Regular Meeting  
October 20, 2023, at 1:00 p.m.**

**Meeting was held virtually over Zoom and  
In Person Meeting Locations:**

West Business Development Center - 345 North Franklin Street, **Fort Bragg**, CA 95437

and

West Business Development Center – 185 East Church Street, **Ukiah**, CA 95482

and

Sonoma County Economic Development Board Room - 141 Stony Circle, Suite 110, **Santa Rosa**, CA 95401

**CALL TO ORDER**

Chair Bartholow called the meeting to order at 1:01 p.m. Chair Bartholow welcomed the new Board of Directors members Karas and Mayfield.

**Item 1** Swearing In of New Board Appointments made to the SMEDD Board of Directors by the Mendocino County Board of Supervisors at their Regular Meeting of October 17, 2023

Clerk of the Board Alley administered the Oath of Offices for the New Board of Directors Members Tim Karas and Jim Mayfield.

**ROLL CALL**

Board Present:	Robin Bartholow, Chair	Lisa Badenfort
	Paul Garza, Vice Chair	Tim Karas
	Jeff Kelly, Treasurer (participated remotely)	
	Jim Mayfield	Mary Ann Petrillo

Board Vacancies: Two Seats

Director Kelly requested the Board accept his participation by teleconference for just cause in accordance with AB2449.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Director Badenfort and seconded by Director Mayfield to accept Director Kelly's request to participate in the meeting by teleconference. Motion was approved by a 6 Yes/0 No/1 Abstain (Kelly) roll call vote.

Staff:

Joshua Metz, District Manager/Economic Development Advisor  
Tracy Fuller, Fiscal Agent/Economic Development & Finance Advisor  
Bradley Johnson, Sonoma County Economic Development Board Management Analyst  
Anna Macken, Mendocino County Administrative Analyst  
Katherine DiPasqua, Director of Special Projects and Partnerships of Economic Development District  
Norma I. Alley, MMC, Clerk of the Board

**AGENDA CHANGES AND DELETIONS**

Request was made to pull Item No. 9.

**APPROVAL OF THE AGENDA**

**MOTION:** Vice Chair Garza and seconded by Director Karas to Pull Item No. 9 and approve the agenda. Motion was approved by a 7 Yes/0 No roll call vote.

**PUBLIC COMMENT**

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**CEREMONIAL MATTER FOR CONSIDERATION**

**Item 2** Proclamation recognizing Jon Frech for his service as a Member of the Board of Directors of the Sonoma Mendocino Economic Development District during the period February 25, 2020, to September 26, 2023

**MOTION:** Vice Chair Garza and seconded by Director Karas to approve a proclamation recognizing Director Jon Frech’s service to the Board of Directors. Motion was approved by a 7 Yes/0 No roll call vote.

Chair Bartholow read the proclamation into the record.

**CONSENT CALENDAR**

**Item 3** Approval of Check Register as of September 30, 2023

**Item 4** Approval of Minutes for Board Meeting of July 26, 2023

Directors Mayfield and Karas stated they were going to abstain from voting due to tenure on the Board.

Chairperson Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Vice Chair Garza and seconded by Director Petrillo to approve the Consent Calendar. Motion was approved by a 5 Yes/0 No/2 Abstain (Karas and Mayfield) roll call vote.

## MATTERS FOR CONSIDERATION

**Item 5** Update on Status of the Recruitment and Appointment of a new SMEDD Board Member from the County of Sonoma, and Discussion and Consideration of Recruitment and Appointment of a new SMEDD Board Member to the At-Large Seat Appointed by the SMEDD Board

Sonoma County Management Analyst Johnson provided an update and noted recommendations for appointment would be at a future meeting.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**Item 6** Review and Approval of Narrative Report for the U.S. Economic Development Administration's Planning Grant No. ED22SEA3020033

Sonoma County Management Analyst Johnson presented the staff report and fielded questions from the Board.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

Director Mayfield stated he would be abstaining from voting due to tenure on the Board.

**MOTION:** Treasurer Kelly and seconded by Vice Chair Garza to accept report for submission to the U.S. Economic Development Administration. Motion was approved by a 6 Yes/0 No/1 Abstain (Mayfield) roll call vote.

**Item 7** Review and Approval of Narrative Report for the U.S. Economic Development Administration's Supplemental Grant No. ED20SEA3070045

Sonoma County Management Analyst Johnson presented the staff report and fielded questions from the Board.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

Director Mayfield stated he would be abstaining from voting due to tenure on the Board.

**MOTION:** Vice Chair Garza and seconded by Director Petrillo to accept report for submission to the U.S. Economic Development Administration. Motion was approved by a 6 Yes/0 No/1 Abstain (Mayfield) roll call vote.

**Item 8** Review and File Budget-to-Actual Report for EDA Planning Grant and EDA Supplemental Grant

Fiscal Agent/Economic Development & Finance Advisor Fuller presented the staff report and fielded questions from the Board. District Manager/Economic Development Advisor Metz provided clarity to some inquires from the Board.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

Director Mayfield stated he would be abstaining from voting due to tenure on the Board.

**MOTION:** Vice Chair Garza and seconded by Chair Bartholow to receive and file the report. Motion was approved by a 6 Yes/0 No/1 Abstain (Mayfield) roll call vote.

**Item 9** Adopt Resolution Authorizing Amendment #2 of an Agreement with Regional Government Services

This item was pulled from the agenda.

**DISTRICT MANAGER’S REPORT**

District Manager/Economic Development Advisor Metz updated the Board on general matters of the District.

By consensus of the Board direction was given to cancel the November and December Regular Board Meeting and hold a Special Board Meeting on December 8 due to holidays and schedule conflicts.

**BOARD MEMBER REPORTS OR COMMENTS**

There were no Board Member Reports.

**UPCOMING EVENTS THAT MAY BE OF INTEREST**

November 16-17, 2023 – Forest Innovation Summit, SF

There were no additional events announced.

**ADJOURNMENT**

Chair Bartholow adjourned the meeting at 2:37 p.m.

APPROVAL:

ATTEST:

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Robin Bartholow, Chair of the Board

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Norma I. Alley, MMC, Clerk of the Board



**Sonoma Mendocino Economic Development District  
Board of Directors Special Meeting  
October 20, 2023, at 2:30 p.m.**

**Meeting was held virtually over Zoom and  
In Person Meeting Locations:**

West Business Development Center - 345 North Franklin Street, **Fort Bragg**, CA 95437  
and  
West Business Development Center – 185 East Church Street, **Ukiah**, CA 95482  
and  
Sonoma County Economic Development Board Room - 141 Stony Circle, Suite 110, **Santa Rosa**, CA 95401

**CALL TO ORDER**

Chair Bartholow called the meeting to order at 2:37 p.m.

**ROLL CALL**

Board Present:

Robin Bartholow, Chair	Lisa Badenfort
Paul Garza, Vice Chair	Tim Karas
Jeff Kelly, Treasurer (participated remotely)	
Jim Mayfield	Mary Ann Petrillo

Board Vacancies: Two Seats

Director Kelly requested the Board accept his participation by teleconference for just cause in accordance with AB2449.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Director Badenfort and seconded by Vice Chair Garza to accept Director Kelly's request to participate in the meeting by teleconference. Motion was approved by a 6 Yes/0 No/1 Abstain (Kelly) roll call vote.

**Staff:**

- Joshua Metz, District Manager/Economic Development Advisor
- Tracy Fuller, Fiscal Agent/Economic Development & Finance Advisor
- Bradley Johnson, Sonoma County Economic Development Board Management Analyst
- Anna Macken, Mendocino County Administrative Analyst
- Norma I. Alley, MMC, Clerk of the Board

**AGENDA CHANGES AND DELETIONS**

There were no Agenda changes or deletions.

**APPROVAL OF THE AGENDA**

There were no changes to the agenda. By unanimous consent, the agenda was approved.

**PUBLIC COMMENT**

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**CEREMONIAL MATTER FOR CONSIDERATION**

**Item 1** Approval of Procurement Process for Acquisition of Professional Services for General Administration of the Sonoma Mendocino Economic Development District

Sonoma County Management Analyst Bradley Johnson presented the staff report and fielded questions from the Board. Mr. Johnson requested an additional service be added to the scope of work to include expertise in compliance with the Brown Act and Roberts Rules of Order and omitting the last sentence prior to the Scope of Work regarding the \$200,000 for funding.

**MAIN MOTION:** Vice Chair Garza and seconded by Director Kelly to approve the procurement process, as presented by staff and to include recommended amendments.

General deliberation occurred amongst the Board. Chair Garza called for volunteers to serve on the ad hoc committee to review the RFP proposals.

**PRIMARY AMENDMENT TO MAIN MOTION:** Vice Chair Garza and seconded by Director Badenfort to appoint Vice Chair Paul Garza and Director Lisa Badenfort to serve on the ad hoc committee to review the RFP proposals, and to amend the RFP to include expertise in compliance with Brown Act and Roberts Rules of Order and omitting the sentence last sentence prior to the Scope of Work regarding the \$200,000 for funding. Motion was approved by a 7 Yes/0 No roll call vote.

**VOTE ON MAIN MOTION:** Main motion, as amended, was approved by a 7 Yes/0 No roll call vote.

**ADJOURNMENT**

Chair Bartholow adjourned the meeting at 2:59 p.m.

APPROVAL:

ATTEST:

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Robin Bartholow, Chair of the Board

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Norma I. Alley, MMC, Clerk of the Board



**Sonoma Mendocino Economic Development District  
Board of Directors Special Meeting  
December 8, 2023, at 1:00 p.m.**

**Meeting was held virtually over Zoom and  
In Person Meeting Locations:**

West Business Development Center - 345 North Franklin Street, **Fort Bragg**, CA 95437

and

Mendocino County Executive Office Conference Room A - 501 Low Gap Road, **Ukiah**, CA 95482

and

Sonoma County Economic Development Board Room - 141 Stony Circle, Suite 110, **Santa Rosa**, CA 95401

**CALL TO ORDER**

Chair Bartholow called the meeting to order at 1:00 p.m.

**ROLL CALL**

Board Present: Robin Bartholow, Chair Lisa Badenfort (arrived at 1:03 p.m.)  
Paul Garza, Vice Chair (participated remotely)  
Tim Karas Jim Mayfield  
Mary Ann Petrillo

Board Absences: Jeff Kelly, Treasurer Board Vacancies: Two Seats

Vice Chair Garza requested the Board accept his participation by teleconference for just cause in accordance with AB2449.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Director Mayfield and seconded by Director Petrillo to accept Vice Chair Garza's request to participate in the meeting by teleconference. Motion was approved by a 5 Yes/0 No/1 Abstain (Garza)/1 Absent (Kelly) roll call vote.

**Staff:**

Joshua Metz, District Manager/Economic Development Advisor

Tracy Fuller, Fiscal Agent/Economic Development & Finance Advisor

Bradley Johnson, Sonoma County Economic Development Board Management Analyst

Katherine DiPasqua, Director of Special Projects and Partnerships of Economic Development District

Anna Macken, Mendocino County Administrative Analyst

Norma I. Alley, MMC, Clerk of the Board



## **AGENDA CHANGES AND DELETIONS**

There were no changes or deletions to the agenda.

## **APPROVAL OF THE AGENDA**

**MOTION:** Director Mayfield and seconded by Director Karas to approve the agenda. Motion was approved by a 6 Yes/0 No/1 Absent (Kelly) roll call vote.

## **PUBLIC COMMENT**

Chair Bartholow called for public comment.

Mendocino County 1<sup>st</sup> District Supervisor Mcgourty expressed his appreciation for the Board and staff for the work and efforts to date.

Seeing no further comments, Chair Bartholow closed public comment.

## **CONSENT CALENDAR**

### **Item 1** Approval of Check Register as of November 30, 2023

Directors Mayfield requested future Check Registers presented be activity showing only new transactions since last approval by Board or some differentiation between already approved transactions from new ones.

Chairperson Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Director Petrillo and seconded by Director Mayfield to approve the Consent Calendar. Motion was approved by a 6 Yes/0 No/1 Absent (Kelly) roll call vote.

## **MATTERS FOR CONSIDERATION**

### **Item 2** Consider and award SMEDD Administrative Services Contract, and Adopt Resolution Authorizing Execution of Contract

Sonoma County Management Analyst Johnson presented the staff report.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Vice Chair Garza and seconded by Director Badenfort to award SMEDD administrative services to Regional Government Services and approve a resolution authorizing execution of the contract. Motion was approved by a 6 Yes/0 No/1 Absent (Kelly) roll call vote.

**Item 3** Discussion and Consideration of Recruitment and Appointment of new SMEDD Board Members from the County of Sonoma, and Consideration of SMEDD Appointment of the At-Large Seat

Sonoma County Management Analyst Johnson presented the staff report and fielded questions from the Board. He reported there were no new applications and the recruitment was to remain open. It was noted a citizen from Mendocino County was to be appointed in the At-Large Seat.

Director Petrillo noted her term was expiring in February and was interested in reappointment to continue to serve on the Board.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Director Mayfield and seconded by Vice Chair Garza to continue with recruitment for the Sonoma County two open seats and the At-Large seat and direct staff to prepare and provide a Board Appointment Matrix with terms of office and fields of interest. Motion was approved by a 6 Yes/0 No/1 Absent (Kelly) roll call vote.

**Item 4** Receive and File 2024 Board of Directors Tentative Meeting Calendar

Chair Bartholow presented the 2024 Meeting Calendar. General discussion commenced amongst the Board to consider meeting every other month, starting in February, to allow time between meetings to accomplish strategic and collaborative tasks between meetings.

Chair Bartholow called for public comment. Seeing no one come forward, she closed public comment.

**MOTION:** Director Mayfield and seconded by Director Petrillo to adopt a 2024 Meeting Calendar to meet every other month, starting with February 16. Motion was approved by a 6 Yes/0 No/1 Absent (Kelly) roll call vote.

**DISTRICT MANAGER'S REPORT**

District Manager/Economic Development Advisor Metz updated the Board on general matters of the District.

Director Badenfort left the meeting at 2:36 p.m.

Director Mayfield requested collaborations to maximize accomplishments of the CEDS Program and Projects.

Chair Bartholow appointed herself and Vice Chair Garza to an ad hoc committee to work on the EDA Supplemental Work Plan and provide a status update at the February Board Meeting.

**BOARD MEMBER REPORTS OR COMMENTS**

Char Bartholow announced she would be starting a job in January and will be able continue her service on the SMEDD Board.

**UPCOMING EVENTS THAT MAY BE OF INTEREST**

December 12, 2023 - Climate Innovation Program Forests and Agriculture Workshop

April 2024 - Biomass Utilization Symposium (hosted by SMEDD et al)

April 10-12, 2024 - CALED Annual Conference

There were no additional events announced.

**ADJOURNMENT**

Chair Bartholow adjourned the meeting at 2:53 p.m.

APPROVAL:

ATTEST:

\_\_\_\_\_  
Robin Bartholow, Chair of the Board

\_\_\_\_\_  
Norma I. Alley, MMC, Clerk of the Board



**DATE:** February 16, 2024

**TO:** Board of Directors

**FROM:** Josh Metz, SMEDD District Manager

**SUBJECT:** Approve a Request to Produce a Letter of Support for United States Department of Transportation (USDOT), Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant Program Submission for a Coalition Comprised of Sonoma County, the City of Cloverdale, and Sonoma-Marin Area Rail Transit (SMART)

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**STATEMENT OF ISSUE:** The purpose of this item is to consider approving a Letter of Support (LOS) for a United States Department of Transportation (USDOT), Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program submittal from a regional coalition including Sonoma County, City of Cloverdale, and the Sonoma-Marin Area Rail Transit (SMART)nsit (SMART).

**SUMMARY OF RECOMMENDED ACTION:**

Direct SMEDD District Manager to provide the requested LOS in support of USDOT grant submission.

**FINANCIAL IMPACTS:** None

**BACKGROUND:**

SMEDD received a request from the coalition of Sonoma County, City of Cloverdale, and the Sonoma-Marin Area Rail Transit (SMART) to provide a LOS for their “Connecting Cloverdale to the Bay – Equitable Transportation Access & Resilience Project” United States Department of Transportation (USDOT), Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program submittal.

**DISCUSSION:**

This request is in line with the established Board practice of providing LOS for grant proposals from regional stakeholders that are in line with the Comprehensive Economic Development Strategy (CEDS) Goals. Extension of the SMART to Healdsburg and beyond is included as a project under CEDS Goal 2: Increase Equitable Community-Wide Prosperity. Successful funding of the proposed \$13.5M grant program would cover project development, including federal and any remaining state environmental clearance and engineering, for three discrete elements – Sonoma County’s permanent bridge over the Russian River at Asti, City of Cloverdale’s Downtown/SMART pedestrian and bicycle safety and

connectivity improvements, SMART's Cloverdale to Healdsburg rail and pathway project. Each of these elements will include an overlay of bus transit access improvements. The project includes freight rail modal improvements, complete streets transition planning in Cloverdale's Downtown/SMART station Priority Development Area, and preparation for implementation of the Great Redwood Trail/SMART Pathway.

**ALTERNATIVES:**

**1:** Approve the Staff recommendation to provide the LOS for the USDOT RAISE discretionary grant program submission from a regional coalition including Sonoma County, City of Cloverdale, and the Sonoma-Marín Area Rapid Transit (SMART).

**2:** Consider, *modify*, and authorize the Staff recommendation to provide the LOS.

**3:** Other approach(s) may be developed after public comments and Board deliberations.

**4:** Decline to act.

**RECOMMENDATION for Alternative 1:**

Move to:

- Approve a Request to Produce a Letter of Support for United States Department of Transportation (USDOT), Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant Program Submission for the coalition of Sonoma County, City of Cloverdale, and the Sonoma-Marín Area Rail Transit (SMART).
- he LOS for the USDOT RAISE discretionary grant program submission from a regional coalition including Sonoma County, City of Cloverdale, and the Sonoma-Marín Area Rail Transit (SMART).

**ATTACHMENTS:**

1. [DRAFT LOS](#) for for the USDOT RAISE discretionary grant program submission from a regional coalition including Sonoma County, City of Cloverdale, and the Sonoma-Marín Area Rapid Transit (SMART)



February 16, 2024

The Honorable Pete Buttigieg  
Secretary of the United States Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Subject: Support for Connecting Cloverdale to the Bay – Equitable Transportation Access & Resilience Project Application for FY 2024 RAISE Funding

Dear Secretary Buttigieg:

On behalf of the Sonoma Mendocino Economic Development District (SMEDD), we are pleased enthusiastically to support the collaborative partnership led by the County of Sonoma requesting Rebuilding American Infrastructure with Sustainability and Equity (RAISE) 2024 funds for the Connecting Cloverdale to the Bay – Equitable Transportation Access and Resilience Project. The County of Sonoma, in partnership with Sonoma-Marin Area Rail Transit District (SMART) and the City of Cloverdale, seek rural planning funds to advance three critical project to ensure the north of Sonoma County and adjacent areas are economically and environmentally resilient and prepared for the unfortunate reality of future climate related catastrophes.

The proposed projects are addressed in our current Comprehensive Economic Development Strategy (CEDS) that was approved by the Economic Development Administration in 2022. Goal 2 of our CEDS focuses on Increasing Equitable Community-wide Prosperity, and the proposed projects would significantly increase equitable transportation access for disconnected rural and tribal communities in our region. This increased equitable transportation access would help improve educational access and attainment, which has not kept pace with US gains and now trails the national average for postsecondary completion.

The Connecting Cloverdale to the Bay – Equitable Transportation Access and Resilience Project is all about creating healthy and resilient transportation systems in Northern Sonoma County that will facilitate safe access to public education locally and region-wide, as SMART's rail system connects to community colleges and state universities along the SMART corridor to further train our workforce.

We thank you for your favorable consideration of this RAISE request to match our communities' commitment to a healthier transportation future.

Sincerely,

Robin Bartholow, Chair  
SMEDD Board of Directors

Joshua Metz  
District Manager



**DATE:** February 16, 2024

**TO:** Board of Directors

**FROM:** Josh Metz, SMEDD District Manager  
Robin Barhtolow, Chair of the Board

**SUBJECT:** Consider and Authorize the SMEDD to Respond to a Request Regarding a Sonoma Clean Power Annual Brand Awareness Research Survey

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**STATEMENT OF ISSUE:** The purpose of this item is to discuss, consider, and authorize the role of the Sonoma Mendocino Economic Development District (SMEDD) in Sonoma Clean Power's (SCP) annual brand awareness survey.

**SUMMARY OF RECOMMENDED ACTION:**

Authorize the District to work with SCP on their 2024 brand awareness survey in the capacity that would allow SCP to use the SMEDD logo, the SMEDD Management Team to develop and implement survey questions in the interest of the District, the SMEDD management team to validate the survey via notice on the District's website, and the SMEDD management team to answer survey related questions from residents.

**FINANCIAL IMPACTS:**

The approval of the recommended action above will result in approximately 3 hours of combined in kind staff time from the Counties of Sonoma and Mendocino being expended.

**BACKGROUND:**

Each year, SCP conducts a brand awareness survey campaign. The brand awareness research is seeking insights about customer needs and their interest in fighting climate change. This year, the Marketing and Events Manager at SCP requested to use SMEDD's logo as part of the study. The use of the logo would only be on the exterior of envelopes mailed to regional residents and customers of SCP.

**DISCUSSION:**

If the SMEDD Board chooses to allow SCP to use the District's logo, SCP will use it on the front of mailing envelopes with their content inside. SMEDD would be obligated to host a message on the website that validates the authenticity of the survey and designate one or multiple management team members to serve as customer service representatives, if there are questions. SCP will provide the management team

with talking points and frequently asked questions. Additionally, SCP will be responsible for all of the mailing activities. If the Board chooses to assist SCP in this capacity, 2-3 questions of the District's choosing can be added to the survey on SMEDD's behalf.

**ALTERNATIVES:**

**1:** Approve the District to work with SCP on their 2024 brand awareness survey in the capacity that would allow SCP to use the SMEDD logo, the SMEDD Management Team to develop and implement survey questions in the interest of the District, the SMEDD management team to validate the survey via notice on the District's website, and the SMEDD management team to answer survey related questions from residents.

**2:** Consider, *modify*, and approve the recommendation for the District to work with SCP on their 2024 brand awareness survey in the capacity that would allow SCP to use the SMEDD logo, the SMEDD Management Team to develop and implement survey questions in the interest of the District, the SMEDD management team to validate the survey via notice on the District's website, and the SMEDD management team to answer survey related questions from residents.

**3:** Other approach(s) as may be developed after public comments and Board deliberations.

**4:** Decline to act.

**RECOMMENDATION for Alternative 1:**

Move to:

- Approve the District to work with SCP on their 2024 brand awareness survey in the capacity that would allow SCP to use the SMEDD logo, the SMEDD Management Team to develop and implement survey questions in the interest of the District, the SMEDD management team to validate the survey via notice on the District's website, and the SMEDD management team to answer survey related questions from residents.





**DATE:** February 16, 2024  
**TO:** Board of Directors  
**FROM:** Josh Metz, SMEDD District Manager  
**SUBJECT:** Receive an Update on the Status of Biomass Utilization Symposium Planning and Provide Guidance as Appropriate

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**STATEMENT OF ISSUE:** The purpose of this item is to receive a Biomass Utilization Symposium planning status update and provide further direction to the District Management team.

**SUMMARY OF RECOMMENDED ACTION:**

**FINANCIAL IMPACTS:**

Coordination of the Biomass Utilization Symposium will draw down County in-kind staff support (Grant No. ED22SEA3020033) and RGS effort under remaining CARES Act Supplemental Grant funds (Grant No. ED20SEA3070045). External sponsorship and event donations will cover event specific costs. As of February 14, 2024, SMEDD has received a total of \$6,000 in sponsorship pledges from industry, academia, and government sources.

**BACKGROUND:**

At the December 12, 2023 SMEDD Board of Directors meeting, the District Manager introduced the concept of the SMEDD co-hosting an Biomass Utilization Symposium as an educational opportunity for the region's stakeholders. The SMEDD Board reviewed a preliminary Symposium Agenda, discussed logistics, and budgeting, and designated Chair Bartholow and Member Garza to serve as an Ad Hoc Committee to work with the district management team to continue planning and coordination for the Symposium. Mendocino County Supervisor Glenn McGourty volunteered to join the Symposium planning committee.

**DISCUSSION:**

Since the December meeting, the management team, Chair Bartholow and Mendocino County Supervisor McGourty met several times, to advance the concept including: pursuing and securing an event space and coordinating preliminary events logistics, developing a more refined event program (Attachment A), developing sponsorship outreach materials (Attachment B), securing sponsorships, and engaging external experts and potential speakers.

As of this meeting the following components of the Biomass Utilization Symposium are in place:

- Date: May 2-3, 2024
- Location: UCANR Hopland Research and Extension Center Shippey Hall
- Website Landing Page: <https://smedd.specialdistrict.org/2024-05-03-2024-biomass-utilization-symposium>
- Themes: Fire Safety, Forest Health, Wood Products, Renewable Energy and Sustainable, Stewardship-based, Rural Economic Development
- Current Co-Sponsors: UC Agriculture & Natural Resources, Sonoma Water Agency, Golden State Resources, Rural County Representatives of California, Mendocino Forest Products

**ALTERNATIVES:**

- 1:** Receive Biomass Utilization Symposium planning status update and provide further direction to the District Management team
- 2:** Consider, *modify*, and approve the recommendation for the District to Receive Biomass Utilization Symposium planning status update and provide further direction to the District Management team
- 3:** Other approach(s) as may be developed after public comments and Board deliberations.
- 4:** Decline to act.

**RECOMMENDATION for Alternative 1:**

Move to:

- Receive Biomass Utilization Symposium planning status update and provide further direction to the District Management team.

**ATTACHMENTS:**

Attachment A: DRAFT Biomass Utilization Symposium Program

Attachment B: Biomass Utilization Symposium Sponsorship information



## 2024 Biomass Utilization Symposium Agenda

**Overview:** The 2024 Biomass Utilization Symposium will bring together industry, academia, government and community-based organizations to explore the opportunities and challenges of implementing forest biomass utilization projects for fire safety, forest health, renewable energy, wood products, and sustainable, stewardship-based, inclusive, rural economic development.

**Date:** May 2-3, 2024 (including day-before tours + social)

**Location:** UCANR Hopland Research and Extension Center Shippey Hall

**Potential Co-hosts:** SMEDD, UCANR, Redwood Region RISE, RCRC,

### Proposed Agenda & Schedule:

#### Thursday May 2, 2024

- 1:00-4:00pm | Forest Thinning and Biomass to Energy Demonstration Project Tour(s)
  - Site(s) and Detail(s): TBD
- 4:00-6:00pm | Pre-Symposium Social and Networking, Thatcher Hotel, Hopland, CA

#### Friday May 3, 2024

- 8:00-9:00AM | Welcome and Registration
- 9:00-9:15AM | Opening Addresses (Symposium Context, Goals and Objectives)
  - Josh Metz, District Manager of SMEDD
  - Glenn McGourty, Mendocino County Supervisor
  - Sonoma County Supervisor?
- 9:15-9:45AM | Keynotes
  - [Wade Crowfoot, California Resources Secretary](#) (invited, not confirmed) and [Glenda Humiston](#) (confirmed)
    - Challenges and concerns managing forests in CA
    - Importance of biocarbon and CA's carbon reduction goals
    - CA's Current Policies and Efforts On Forest Resiliency
- 9:45-10:30AM | Biomass Utilization 101 ([Michael Jones](#), UCCE Mendocino, Moderator)
  - [Daniel Sanchez](#)- Wood utilization options
  - [Martin Twer, Biomass Program Director, The Watershed Center](#) (invited, not confirmed)
    - Non-energy products
  - [Haris Gilani](#)- Energy and transportation fuels
- **10:30-10:45AM | Break**
- 10:45-12:00PM | Public-Policy Panel: Wood products and forest stewardship: Is there a connection?
  - [Yana Valachovic](#)- Why accelerating pace and scale of forest management matters



- David Smith Ferri, Dry Creek Pomo Tribe; Nathan Rich, Hopland Rancheria/Kaishia
  - Traditional Ecological Knowledge
- [Helena Murray](#)- USDA FS
- [John McCarthy](#)- CAL FIRE

● **12:00-1:00PM | Lunch**

- 1:00-2:00 PM | Regional Projects Panel (Moderator: [Karen Gaffney, NCRP Woody Biomass Utilization Project Leader](#)) (Invited)
  - Biomass to Energy
    - [Wisewood Energy](#)
      - Meagan Hartman or CEO
    - [Mendocino Forest Products](#), Ukiah Mill Project
      - Dennis Thibeault or Dean Kerstetter
    - [Mavericks Energy](#)
      - Bill Shevlin, off-taking options: Challenges & Opportunity
    - [Golden State Natural Resources](#)
      - Sarah Bolnik or Terrance Rogers
    - Berry's Sawmill/Kashia Project
      - Fernando Mora (and team)
  - Biomass to Wood Product
    - [Temra Costa](#)
      - [Regenerative Forest Solutions, Woody Feedstock Aggregation Pilot](#)
      - [Jeremy Fisher](#), Forestree Collective

**2:00-3:00 Community Opportunities and Funding**

- [Laurel Harkness, Coalition Director, Rural Voices for Conservation Coalition](#)  
(open to participate)
- [Mary Anne Petrillo, West Business Development Center](#))
  - Jobs First
- [Dan Adler](#)
  - Stewardship economy in a rural community context - industries, jobs, energy access, climate/wildfire risk

3:00-3:15 Break

- 3:15-4:00PM | Roundtable Discussions
- 4:00-4:45PM | Develop Broad Action Plan
- 4:45-5:00 PM Closing thoughts: [Steve Koffka](#)

**Sponsors:**



DRAFT



## 2024 Biomass Utilization Symposium Sponsorship Packages

May 2-3, 2024 | Hopland Research and Extension Center

<b>Reception - \$1000</b>	<ul style="list-style-type: none"> <li>● Print &amp; Digital Recognition (Printed Material &amp; Presentation Slides)</li> <li>● Logo Placement on Website &amp; Social Media</li> <li>● 2 event passes</li> </ul>
<b>Breakfast - \$1000</b>	<ul style="list-style-type: none"> <li>● Print &amp; Digital Recognition (Printed Material &amp; Presentation Slides)</li> <li>● Logo Placement on Website &amp; Social Media</li> <li>● 2 event passes</li> </ul>
<b>Lunch - \$2000</b>	<ul style="list-style-type: none"> <li>● Print &amp; Digital Recognition (Printed Material &amp; Presentation Slides)</li> <li>● Logo Placement on Website &amp; Social Media</li> <li>● 4 event passes</li> </ul>
<b>Sequoia Premier - \$5000</b>	<ul style="list-style-type: none"> <li>● Print &amp; Digital Recognition (Printed Material &amp; Presentation Slides)</li> <li>● Logo Placement on Website &amp; Social Media</li> <li>● 8 event passes</li> <li>● Exhibitor table</li> </ul>
<b>Oak Elite - \$3000</b>	<ul style="list-style-type: none"> <li>● Print &amp; Digital Recognition (Printed Material &amp; Presentation Slides)</li> <li>● Logo Placement on Website &amp; Social Media</li> <li>● 6 event passes</li> <li>● Exhibitor table</li> </ul>
<b>Madrone- \$2000</b>	<ul style="list-style-type: none"> <li>● Print &amp; Digital Recognition (Printed Material &amp; Presentation Slides)</li> <li>● Logo Placement on Website &amp; Social Media</li> <li>● 4 event passes</li> <li>● Exhibitor table</li> </ul>
<b>Wine - In Kind</b>	<ul style="list-style-type: none"> <li>● Print &amp; Digital Recognition (Printed Material &amp; Presentation Slides)</li> <li>● Logo Placement on Website &amp; Social Media</li> <li>● 1 event pass</li> <li>● Exhibitor table</li> </ul>
<b>Exhibitor - \$100</b>	<ul style="list-style-type: none"> <li>● 6' Table Space at Thursday evening Reception</li> </ul>

If you would like to be a Sponsor, please contact Robin Bartholow, SMEDD Chair, at [rbartholow707@gmail.com](mailto:rbartholow707@gmail.com) or Josh Metz, SMEDD District Manager at [josh@smedd.org](mailto:josh@smedd.org)



**DATE:** February 16, 2024

**TO:** Board of Directors

**FROM:** Josh Metz, SMEDD District Manager  
Bradley Johnson, Management Analyst

**SUBJECT:** Receive an Update on California Jobs First: Redwood Region RISE; North Bay Working Group; EDF Working Group

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**STATEMENT OF ISSUE:** The purpose of this item is for the Sonoma Mendocino Economic Development District (SMEDD) Board of Directors to receive an update from the management team on respective regional efforts and progress from the California Jobs First Initiative.

**SUMMARY OF RECOMMENDED ACTION:**

Receive and file.

**FINANCIAL IMPACTS:**

There are no anticipated financial impacts for this item.

**BACKGROUND:**

During the October 20, 2023 and December 8, 2023 regular SMEDD Board of Directors meetings, the SMEDD Management team provided the Board an overview and update of the CA Jobs First (previously known as CERF) initiative. The overview and update included the following:

- Regional Representation: Sonoma County is represented by the Bay Area Jobs First Collaborative. Mendocino County is represented by the Redwood Region RISE Coalition.
- Both regions have conducted a solicitation for regional projects to be funded by catalyst funds (\$9 million per region)
- Each region is guided by the principle to create high wage, climate resilient, and sustainable jobs.

Mendocino County is part of Redwood Region RISE (Resilient Inclusive Sustainable Economy) which is a regional community coalition of close to a thousand members working together to develop a 10-year vision that aims to bring good, sustainable jobs to Tribal Lands, Del Norte, Humboldt, Lake, and Mendocino Counties - through the California Jobs First (previously known as Community Economic Resilience Fund [CERF]) initiative.

California Jobs First (CJF) is a \$600 million state-wide initiative designed to promote a sustainable and equitable recovery from the economic distress of COVID-19. Through Jobs First, Redwood Region RISE strives to:

- Create thriving-wage opportunities for workers in our Region ("quality jobs")
- Pursue sustainable economic growth (diversifying our local and regional economies)
- Get us closer to California's goals for a climate-forward future (carbon-neutrality and beyond).
- Central to our effort is our commitment to creating inclusive Planning Tables that empower communities that don't always participate in or benefit from economic development processes.

The Sonoma County Economic Development Board has been working with a subregional round table under the Bay Area Jobs First Collaborative. The subregional roundtable includes Sonoma and Marin Counties. The Subregional roundtable collected projects that meet the fundamental industry and vision priorities. Projects must promote the growth of sustainable, climate forward, high wage, and high growth jobs.

## **DISCUSSION:**

### **Mendocino County - Redwood Region RISE**

There are many Mendocino County engaged actors in the Redwood Region RISE coalition across industry, academia, government and community-based organizations. Within the SMEDD, Board Members, Mendocino County Staff, and the Regional Government Services team are engaged in a variety of intersecting ways. This report summarizes work being led by Mendocino County Staff, Board Member Mary Anne Petrillo, as the Blue Economy & Working Lands Sector Table co-leader, and a new Economic Development Finance Working Group being led by the RGS team.

The County of Mendocino Economic Development Division is a member of the voting block for Redwood Region RISE. Economic Development Division staff will participate in the voting selection of projects submitted for development in our region. The first in-person voting member meeting will be held in March. The County's Grant Division, in collaboration with Tony Rakes, has submitted a portion of the county's broadband project, specifically for broadband low-level design planning, in consideration for funding.

The Blue Economy & Working Lands Sector Table under the Redwood Region RISE has been actively engaged in convening and facilitating dialogue with a variety of individuals and organizations to identify and surface constraints and actions necessary for each sector to prosper. Our long-term goal is to create a sustainable regional Blue Economy & Working Lands Collaborative to advance funding and development of projects for the counties and the region. Our short-term goal is to prioritize a list of 1-5 projects for readiness that align with CJF goals to CCRP.

Regional Government Services, under a separate service contract with the Arcata Economic Development Corporation (AEDC) serving as the Redwood Region RISE Fiscal Agent, is facilitating the



Redwood Region Rise (RRRISE) Economic Development Finance (EDF) Working Group (Attachment A). The EDF Working Group is occurring in two phases with Phase 1 happening Jan - June 2024, and Phase 2 following directly through December 2024. Additional information is readily available to the public at the following website: <https://ccrp.humboldt.edu/edf-working-group>

The initial 6-month, Phase 1 engagement is focused on education and capacity building to empower the regional stakeholders with the ability to think about Economic Development Finance in a way that:

- Enhances the participants' existing expertise and;
- Equips them with the tools to be more effective in pursuing state and federal funds, philanthropy, and other sources of revenue to help make projects viable.

Phase 1 Economic Development Finance (EDF) Working Group deliverables will include:

- assessment of existing use of EDF tools in the region;
- development of a stakeholder engagement and training plan;
- creation of a regional EDF tool-use database and funding matrix; and
- development of a cross-sector capital analysis plan, further enhancing the integration and utilization of EDF tools within the Region.

#### **Sonoma County - Bay Area Jobs First Collaborative**

The Sonoma-Marin Regional Roundtable's facilitators will vote on a set of initial project submissions and bring them to the larger Bay Area Collaborative in April. In May, the Bay Area Collaborative will bring a set of projects to the State to be funded as pilot projects in this first phase. The Sonoma EDB submitted a project concept to fund an Ag-Tech Innovation Hub Feasibility Study for the North Bay that leveraged the May 2023 SMEDD Ag-Tech Brainstorming Session. The feasibility study will use that report as a foundation for development, but further investigate key partnerships, functions, services, and locations for the Ag-Tech Innovation Hub. Additionally, the feasibility study will take into consideration the efforts that are already underway in the region, and determine if there are opportunities to expand those, rather than start anew.

#### **ALTERNATIVES:**

**1:** Receive and file the California Jobs First: Redwood Region RISE; North Bay Working Group; EDF Working Group update

**2:** Consider, *modify*, and approve the recommendation for the District to Receive and file the California Jobs First: Redwood Region RISE; North Bay Working Group; EDF Working Group update

**3:** Other approach(s) as may be developed after public comments and Board deliberations.

**4:** Decline to act.

#### **RECOMMENDATION for Alternative 1:**

Move to:

- Receive and file the California Jobs First: Redwood Region RISE; North Bay Working Group; EDF Working Group update

# Redwood Region RISE Economic Development Finance (EDF) Working Group

*Project Kick-off Meeting*  
*January 16, 2024*



# Agenda

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- Introductions
- Project Context & Overview
- Goals & Deliverables
- Discussion & Next Steps
- Other Items



# Project Team

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**JOSH METZ**  
Project Team Lead



**BRIAN MOURA**  
Finance & Economic  
Development Advisor



**XENIA BRADFORD**  
Economic Development  
Advisor



**TRACY FULLER**  
Finance & Economic  
Development Advisor



**GURBAX SAHOTA**  
CaIED CEO  
Project Advisor to RGS



**ABIGAIL SCOTT**  
Project Coordinator



**LUCY TRUONG**  
Project Technical  
Support



# About RGS

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- **Joint Powers Authority (JPA)** established in 2002, operating statewide, providing administrative and consultative services to local agencies, nonprofits & universities
- **RGS fields Advisors from the public sector talent pool** with extensive professional & public administration experience
- **Advisors work in distributed teams** to deliver high quality programs and services



# Redwood Region RISE Collaborative

Del Norte, Humboldt, Lake, Mendocino counties, and Tribal Lands

Cross-Cutting Experts

Technical Assistance

Tribal Table

Local Tables

Sector Tables

Creating a community-led, climate forward future

- Good jobs
- Diverse economy
- Carbon neutrality

Equity Council

Voting Block

## Your Convening Team:

- Arcata Economic Development Corporation (AEDC)
- North Coast Opportunities (NCO)
- California Center for Rural Policy (CCRP)



# Funding Resources\*



\*Resources available to public agencies



# EDF Sources

## Revenue & Grants

- General Fund Revenues
- Developer Requirements & In-Lieu Contributions
- Impact Fees
- Special Assessments
- Grants
- Public Private Partnerships

## Debt

- General Obligation Bonds
- Revenue Bonds
- Tax Increment Financing (TIF)
- Certificates of Participation (COPs)





# Project Overview

## Phase 1: Regional Context, Capacity, and Preparation

### A. Engage EDF Working Group to:

- Refine desired project outcomes
- Assess current regional planning and capacity for EDF tools
- Assemble responsive team with appropriate expertise
- Refine timelines and deliverables

Q1

Q2

Q3

Q4



# Project Overview

## Phase 1: Regional Context, Capacity, and Preparation

### B. Prepare for Phase 2:

- Compile relevant information resources
- Research existing use of EDF tools in the Redwood Region
- Develop a stakeholder engagement & training plan
- Initiate strategic engagements
- Develop Collaborative process, Working Group integration recommendations



# Project Overview

## Phase 2: Project Implementation

Final scope based on Phase 1 findings:

- Capacity-building focused working groups
- Development of a funding matrix with sources and constraints
- Regional EDF tool-use database development
- General regional awareness/education initiatives
- Cross-sector capital analysis plan development
- Other Items

Q1

Q2

Q3

Q4



# Deliverables

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## Phase 1:

- Public Finance Capacity Report
- Public Financing Tools Resource Kit
- Phase 2 Schedule, Budget and Workplan
- RISE Process integration recommendations

## Phase 2:

- Working Group Education & Resources
- Project Funding Evaluation Matrix
- Regional Public Finance Project database
- Cross-sector (public, CDFI, Philanthropy) Capital analysis plan
- Other items



# Working Group Process

- **Proposed Monthly Meeting Frequency**
  - Topic-focused sessions
  - Other meetings as needed
- **Meetings held as Webinars**
  - Working Group Members as Webinar Presenters
  - Public able to view and use Q&A tool for questions and comments
- **Working Group Chair**
  - Reviews and approves agendas
  - Leads Working Group meetings



# Discussion & Next Steps

- **EDF Capacity Assessment Survey**
- **Doodle Poll for Next Meeting Date (& subsequent regular monthly)**
- **Next Meeting Agenda**
  - Proposed Main Topic: Economic Development Finance 101
  - Other Meeting Agenda Items?
- **EDF Working Group Participants**
  - Others to invite?
- **RISE Newsletter Notice**



# Thank You

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**Josh Metz**

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(707) 206-2111

**Abigail Scott**

[ascott@rgs.ca.gov](mailto:ascott@rgs.ca.gov)





## **DISTRICT MANAGER'S REPORT**

**Board of Directors Meeting  
Friday, February 16, 2024, at 1:00 pm PST**

- **Status Updates**
  - FY 2023-2024 Comprehensive Economic Development Strategy Update Process
  - EDA Supplemental Work Plan Report
  - Mendocino County FY 2022-2023 in-kind payment
  - FY 2023-2024 County-level in-kind LOE reporting
  - Grant drawdowns & RGS payments status
- **Funding Opportunities**
  - California Jobs First Catalyst Funds
  - U.S. Department of Commerce/Economic Development Administration's Public Works and Economic Adjustment Assistance (PWEAA)
- **Letters of Support Issued & Outcomes**





**Counties of Mendocino and Sonoma Required Match Summaries**

Cash Contributions and In-Kind Staffing Contributions

Partnership Planning Grant No. ED22SEA3020033

**Table 1. County of Mendocino: October 22, 2022\*, to January 10, 2024**

<b>Mendocino Staff</b>	<b>Hours</b>	<b>Wage + Benefit</b>	<b>Amount</b>
Anna Macken	49.75	\$82.48	<b>\$4,103.38</b>
Kelly Hansen	15.50	\$80.45	<b>\$1,245.98</b>
Xuyen Mallela	13.15	\$167.97	<b>\$2,208.81</b>
<b>SUBTOTAL</b> FY 23/24 In-Kind Contribution <i>To Date</i>	<b>49.75</b>		<b>\$7,558.17</b>
<b>SUBTOTAL</b> FY 22/23 Cash Contribution			<b>\$35,000.00</b>
<b>GRAND TOTAL</b>			<b>\$42,558.17</b>

**Table 2. County of Sonoma: October 22, 2022\*, to January 31, 2024**

<b>Sonoma Staff</b>	<b>Hours</b>	<b>Wage + Benefit</b>	<b>Amount</b>
Bradley Johnson	363.25	\$51.52	<b>\$18,714.64</b>
Ethan Brown	145.75	\$97.45	<b>\$14,203.34</b>
Lauren Cartwright	180.75	\$83.79	<b>\$15,145.04</b>
Katherine Dipasqua	20.00	\$83.79	<b>\$1,675.80</b>
<b>TOTAL</b>	<b>709.75</b>		<b>\$49,738.82</b>

**Table 3. Required Match % Satisfied, Grant Period: July 1, 2022, to June 30, 2025**

<b>County</b>	<b>Total Match Required</b>	<b>Total Contribution to Date</b>	<b>% Satisfied</b>
Mendocino	\$105,000	\$42,558.17	<b>41%</b>
Sonoma	\$105,000	\$49,738.82	<b>47%</b>

\*Grant Award Date