



April 27th, 2022 | Sonoma Mendocino Economic Development District | Board of Directors Special Meeting

<https://sonomacounty.zoom.us/j/98943511551?pwd=cUFkTVVwSVRrdGM1bWQ5L25oRm1XUT09>



Meeting Book - April 27th, 2022 | Sonoma Mendocino Economic Development District | Board of Directors Special Meeting

Agenda

1. CALL TO ORDER

Chair

CONSISTENT WITH THE PROVISIONS OF AB 361, MEMBERS OF THE BOARD OF DIRECTORS WILL PARTICIPATE IN THE MONTHLY MEETING BY TELECONFERENCE. IN PERSON PARTICIPATION BY THE PUBLIC WILL NOT BE PERMITTED AND NO PHYSICAL LOCATION FROM WHICH THE PUBLIC MAY ATTEND THE MEETING WILL BE AVAILABLE. REMOTE PUBLIC PARTICIPATION DETAILS ARE LISTED AT THE TOP OF THIS AGENDA.

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 bradley.johnson@sonoma-county.org. Written comments received prior to the meeting you wish to comment on will be read into the record.

2. ROLL CALL

Secretary

Jon Frech
Mary Anne Petrillo (Chair)
Paul Garza Jr.
Lisa Badenfort (Vice-Chair)
Robin Bartholow
Jeff Kelly
Mike Nicholls

3. CONSIDERATION OF APPROVAL OF VIDEOCONFERENCE IN COMPLIANCE WITH AB361

Chair

The Board will consider approval of findings that there remains a State proclaimed COVID-19 health emergency and local officials continue to impose or recommend measures to promote social distancing, allowing hybrid virtual meetings to be conducted for the next 30 days.

4. OPEN TIME FOR PUBLIC EXPRESSION

Chair

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.

5. AGENDA ADJUSTMENTS – DISCUSSION/ACTION

Chair

6. STATEMENT OF CONFLICT OF INTEREST

Chair

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

15 min

7. CONSENT ITEMS – DISCUSSION/ACTION

Chair

a. Approval of Previous Board Meeting Minutes

a. Meeting minutes 3.17.2022.docx - 4

b. 4.1.2022 SMEDD SPECIAL MEETING minutes sc.docx - 10

b. Open Time for Public Expression

| | | |
|------------|---|---|
| 15 min | <p>8. FINANCIAL REPORT – DISCUSSION/ACTION</p> <p>a. Monthly Financial Report - 12 The district's fiscal analyst will provide a monthly financial report to the board.</p> <p>b. Monthly Reimbursement Request - 14 The Board will vote to reimburse the County of Sonoma for staff time and contractual expenditures that supported SMEDD activities in the amount of \$xx,xxx during [Month of/year]</p> <p>c. Open Time for Public Expression</p> | Fiscal Analyst |
| 90 minutes | <p>9. AD HOC COMMITTEE REPORTS - DISCUSSION/ACTION Ad Hoc Committees will report to the Board on recent progress.</p> <p>a. District Financials/Budget Ad Hoc The Board will discuss the current status of the Financials/Budget Ad Hoc with the District's fiscal analyst to determine ongoing needs to maintain this ad hoc or similar group for operational purposes.</p> | Chair Ad Hoc Chair |
| 15 minutes | <p>a. SMEDD Financial Agency The SMEDD Board will discuss and consider taking action on two resolutions granting the Board Financial Agency.</p> <p style="padding-left: 40px;">a. SMEDD - revised Resolution 22-02 authorizing Umpqua Bank as SMEDD financial institution (4-13-22).docx - 21</p> <p style="padding-left: 40px;">b. SMEDD - revised Resolution 22-01 re GC 6505.6 (4-13-22).docx - 23</p> <p>b. Open Time for Public Expression</p> | Discussion/Action Chair |
| 35 minutes | <p>10. SMEDD 2022/2025 EDA Planning Grant - DISCUSSION/ACTION The Board will discuss the scope of work and budget for the 2022-2025 Short Term Planning Grant. The Board may take action to give the chair and District manager authority to submit the components of the three year planning grant.</p> <p style="padding-left: 40px;">a. SF424A-V1.0_ Draft 4.23.22_1.pdf - 25</p> <p style="padding-left: 40px;">b. Sample SOW Format - 2022 Planning Grants MAP Draft.docx - 28</p> <p>c. Open Time for Public Expression</p> <p>11. SUGGESTED AGENDA ITEMS FOR NEXT BOARD MEETING – DISCUSSION</p> <p>12. MEETING ADJOURNMENT - ACTION</p> | Discussion/Action Chair Chair |



Board of Directors Meeting Minutes
March 17th, 2022

Zoom: <https://sonomacountyzoom.us/j/83043446159>

Call In: 1 (669) 900-9128 | Meeting ID: 83043446159 | Passcode: 857518

1. CALL TO ORDER AT 10:02 a.m.

Staff present: Sonoma EDB- Bradley Johnson, Ethan Brown, Calvin Sandeen
EDFC Mendocino- Robert Gernert, Stacey Caico

2. ROLL CALL

Jon Frech present
Mary Anne Petrillo (Chair) present
Paul Garza Jr. present
Lisa Badenfort (Vice-Chair) present
Robin Bartholow absent
Jeff Kelly present
Mike Nicholls present joined at 10:06 a.m.

3. OPEN TIME FOR PUBLIC EXPRESSION

Note: Sonoma EDB staff, Bradley Johnson read an email submitted during Staff Updates #11 on the agenda.

4. AGENDA ADJUSTMENTS – DISCUSSION/ACTION

Chair Petrillo asked for a motion to adjust the agenda as follows:

- Item added to the agenda by addendum item 9- Delegated Purchasing Authority.
- Items amended by addendum item 8- Comprehensive Economic Development Strategy Agreement

a) Delegate authority to the Chair to execute an agreement with Marie Jones in the amount not to exceed \$12,330 to complete the CEDS.

b) Direct County of Sonoma staff to create an agreement for review by the EDA and SMEDD counsel.

c) Open time for Public Expression- **None**

- Item amended by Addendum item 10- Designation of District Manager

a) Open time for Public Expression- **None**

Motion by: Jeff Kelly to adjust the agenda by adding and amending items 8, 9 and 10.

Seconded by: Paul Garza Jr.

Public comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

5. STATEMENT OF CONFLICT OF INTEREST

None

6. CONSENT ITEMS – DISCUSSION/ACTION

- Approval of Previous Board Meeting Minutes

Motion by: Jeff Kelly to approve February 17, 2022 SMEDD Meeting minutes.

Seconded by: Paul Garza Jr.

Public comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza, yes, Lisa Badenfort, yes, Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

7. FINANCIAL REPORT – DISCUSSION/ACTION

- Monthly Financial Report - 8
- Monthly Reimbursement Request - 10

Brad Johnson provided a monthly financial report to the board. Budget vs. Actuals: \$96,244.69 funds remain. \$ 5,819.89 was requested be reimbursed to the County of Sonoma for District Admin, Fiscal Agent and Administrative Aide staff support for the month of February. \$2,702.64 from the supplemental grant and \$3,117.25 from the planning grant.

Motion by: Mike Nicholls to approve February financials as presented.

Seconded by: Jeff Kelly

Public comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

**8. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY AGREEMENT–
DISCUSSION/ACTION**

Items amended by addendum to include sub-items 8 a), 8 b) and 8 c).

a) Delegate authority to the Chair to execute an agreement with Marie Jones in the amount not to exceed \$12,330 to complete the CEDS.

b) Direct County of Sonoma staff to create an agreement for review by the EDA and SMEDD counsel.

c) Open time for Public Expression- None

The Board discussed the need to enter in a contract with Marie Jones for her services in completing the 2021 CEDS and convening the Strategy Committee meetings. They discussed the need to create an agreement to be reviewed by EDA and SMEDD counsel. The Ad hoc committee reported the need for SMEDD to find new legal counsel.

a) Motion by: Mike Nicholls to accept the contract agreement with Marie Jones Consulting not to exceed \$12,330 to complete the CEDS.

Seconded by: Paul Garza Jr.

Public comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

b) Motion by: Mike Nicholls to authorize Mary Anne Petrillo to work with County of Sonoma staff to create an agreement for review by the EDA and SMEDD counsel.

Seconded by: Paul Garza Jr.

Public comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

Note: Friendly amendment added to address immediate need for new SMEDD legal counsel.

Motion by: Mike Nicholls to delegate Chair Petrillo authority to enter into agreements with independent contractors to perform services as needed, when the total amount does not exceed \$5,000.

Seconded by: Paul Garza Jr.

Public comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

***9. AD HOC COMMITTEE REPORTS- DISCUSSION/ACTION**

a) CEDS Strategy Committee Update

a) CEDS Strategy Committee Report 3.17.22 docx-13

- Paul Garza Jr. reported the Strategy Committee meetings are going well, the process has been very good. The group is very committed to the work and he anticipates great results. The committee has insisted that the positions are based on data. Chair Petrillo reminded the Board that Marie Jones' contract doesn't include the presentation (design format) of the 2021 CEDS document. That would be an additional cost. Ethan Brown responded that Sonoma EDB has the ability to put the document together InDesign. The Board discussed the pros and cons of asking EPS to remunerate some of the funds they received and at best acknowledge their failure of the 2021 CEDS completed document. The Board agreed to wait until the 2021 CEDS was completed and advised staff to document the time they spend making the final version InDesign.

No action

**Note: Brad Johnson addressed Chair Petrillo regarding the Addendum to the agenda and the need to discuss item 9- Delegated Purchasing Authority.*

10. DELEGATED PURCHASING AUTHORITY – DISCUSSION/ACTION

- The Board discussed the item added to the agenda by addendum to delegate authority to Chair Petrillo to enter into agreements with independent contractors to perform services as needed, when the total amount does not exceed \$5,000.

Motion by: Jeff Kelly to delegate purchasing authority to Chair Petrillo with the amendment to the amount, changing it from \$5,000 to "not to exceed \$10,000."

Seconded by: Paul Garza Jr.

Public Comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, (absent-lost connection at 10:40 and returned at 10:41a.m.-after the vote), Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

b) District Financials/Budget Ad Hoc

c) Restructuring and Planning Grant

a) SMEDD Finance Ad Hoc Summary JPA-MOU options and timeline.docx-14

b) Joint Powers Agreement- CA Code.pdf-16

c) Sonoma-mendocino-economic-development-district-joint-powers-of-agreement 1).pdf-21

- Jeff Kelly reported the Ad Hoc determined the best option is for SMEDD to become a non-profit and amend the current JPA, rather than terminate it, due to the language around matching funds. The JPA would add a new member to the JPA so they can assume the responsibilities as SMEDD's Fiscal Agent. Members can be: 1) SMEDD as a non-profit 2) A Certified Public Accountant 3) A County Treasurer 4) An appointed officer of the SMEDD Board. The Board determined before moving forward, legal counsel needs to be consulted. On March 1st, the law firm Friedman Goldberg Wargo Hess LLP advised SMEDD to seek other counsel so the Ad Hoc is meeting with attorneys to find a good fit.
- The Board discussed the value of the SMEDD Board and regional collaboration moving forward.
- The Board discussed the current JPA and the commitment from both counties to match funds, a requirement of EDA.
- Chair Petrillo asked Vice Chair Badenfort to sit in on the meetings with staff and Ad hoc, discussing restructuring options. Vice Chair Badenfort agreed.

Motion by: Mike Nicholls to direct staff, and the Financial Ad hoc board members to bring back restructuring options for the Board to review and decide the best restructure model, at a special board meeting before April 8th.

Seconded by: Lisa Badenfort

Public comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

11. DESIGNATION OF DISTRICT MANAGER- DISCUSSION/ACTION

- The Board discussed the need to appoint an Interim SMEDD District Manager due to Calvin Sandeen moving into Broadband full-time. Upcoming timelines were discussed as well as the need for a point of contact for grant administration.

Motion by: Paul Garza Jr. to appoint Bradley Johnson as the new Interim SMEDD District Manager effective immediately.

Seconded by: Mike Nicholls

Public Comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, yes, Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

12. STAFF UPDATE - DISCUSSION

- a. 2021 CEDS Update Bradley Johnson
- b. Broadband Initiative Update Calvin Sandeen

NOTE: Due to time limitations, these items were not discussed. This time was used to read the public comment submitted.

13. SUGGESTED AGENDA ITEMS FOR NEXT BOARD MEETING – DISCUSSION

NOTE: Due to time limitations, this item was not discussed.

14. MEETING ADJOURNMENT - ACTION

Motion by: Mike Nicholls made a motion to adjourn the meeting at 12:21 p.m.

Seconded by: Paul Garza Jr.

Public comment: None

Roll call: Jon Frech, yes, Mary Anne Petrillo, yes, Paul Garza, yes, Lisa Badenfort, yes, Robin Bartholow, absent, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed



Special Meeting Board of Directors Meeting Minutes
April 1, 2022

1. CALL TO ORDER AT 2:04 p.m.

Staff present: Sonoma EDB- Bradley Johnson, Ethan Brown
EDFC Mendocino- Robert Gernert, Stacey Caico
Guest: Attorney Bill Adams

2. ROLL CALL

Jon Frech absent
Mary Anne Petrillo (Chair) present
Paul Garza Jr. present
Lisa Badenfort (Vice-Chair) absent
Robin Bartholow present
Jeff Kelly present
Mike Nicholls present

3. OPEN TIME FOR PUBLIC EXPRESSION

Public expression- None

4. AGENDA ADJUSTMENTS – DISCUSSION/ACTION

None

5. STATEMENT OF CONFLICT OF INTEREST

- Jeff Kelly disclosed he is a Tri Counties Bank employee so he will not vote if the Board decides to discuss using Tri Counties as the SMEDD financial institution in the restructure.

6. SMEDD Fiscal Agency – DISCUSSION/ACTION

a) Introduction

- Jeff Kelly gave a presentation on the plan for SMEDD to assume the Fiscal Agent role by appointing a Treasurer and Auditor and the Board discussed the pros and cons with each scenario.

b) Resolution Number 1: Appoint a District Treasurer and District Auditor

c) Resolution Number 2: Resolution authorizing the change of financial institutions.

- Attorney Bill Adams answered Board member questions related to the JPA and resolutions drafted in the meeting book. After a lengthy discussion the Board decided more research needed to be done before they were ready to vote and take action. It was decided that the Finance Ad hoc committee will continue to research financial institutions and the options to be fiscally responsible per section 6505.6 in the JPA. Information will be shared at the next SMEDD meeting on April 21, 2022. Chair Petrillo asked the Board and staff to email her ideas about costs involved to be considered such as Officer's Insurance.
- Jeff Kelly will meet with Rebekah H. (Sonoma EDB) to discuss the remaining funds.
- Chair Petrillo directed Ethan Brown (Sonoma EDB) and Robert Gernert (EDFC-Mendocino) to discuss match funds with respective County contacts and report out at the next meeting.

No action taken at this time.

7. EDA 3 Year Planning Grant– DISCUSSION/ACTION

- The Board discussed and directed staff to apply for the next 3 year planning grant from the EDA. It was decided that Chair Petrillo will request an extension by end of business today to allow time for staff and the Board to work on the scope of work, job duties and budget due to the restructuring changes.

Motion by: Paul Garza Jr. to have staff apply for the Planning grant.

Seconded by: Mike Nicholls

Public comment: None

Roll call: Jon Frech, absent, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, absent, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

8. MEETING ADJOURNMENT - ACTION

Motion by: Paul Garza Jr. to adjourn the meeting at 3:26 p.m.

Seconded by: Mike Nicholls

Public comment: None

Roll call: Jon Frech, absent, Mary Anne Petrillo, yes, Paul Garza Jr., yes, Lisa Badenfort, absent, Robin Bartholow, yes, Jeff Kelly, yes, Mike Nicholls, yes.

Motion passed

Sonoma Mendocino Economic Development District
Budget v. Actual
March 2022

| Fund | Department | Account | Account Description | Year-To-Date | | | Year-To-Date Encumbrances | Remaining Balance |
|---|------------|---------|--------------------------------|--------------------|-------------------------|------------------------|------------------------------|----------------------|
| | | | | Adjusted Budget | Month-To-Date Actual | Year-To-Date Actual | | |
| Account Type: 00004 – All Revenues | | | | | | | | |
| Account Character: 42000 – Intergovernmental Revenues | | | | | | | | |
| 72851 | 66140100 | 42461 | Federal Other Funding | (370,000.00) | (35,000.00) | (205,000.00) | 0.00 | (165,000.00) |
| | | | | (370,000.00) | (35,000.00) | (205,000.00) | 0.00 | (165,000.00) |
| Account Character: 44000 – Revenue - Use of Money & Prop | | | | | | | | |
| 72851 | 66140100 | 44002 | Interest on Pooled Cash | - | - | (343.12) | 0.00 | 343.12 |
| | | | | - | - | (343.12) | 0.00 | 343.12 |
| Total Income | | | | (370,000.00) | (35,000.00) | (205,343.12) | 0.00 | (164,656.88) |
| Account Type: 00005 – All Expense/Expenditure Accts | | | | | | | | |
| Account Character: 50000 – Salaries and Employee Benefits | | | | | | | | |
| 72851 | 66140100 | 50701 | Perm Position - Local Bds | 311,165.00 | 7,269.38 | 64,729.18 | 0.00 | 246,435.82 |
| Total Salaries and Employee Benefits | | | | 311,165.00 | 7,269.38 | 64,729.18 | 0.00 | 246,435.82 |
| Account Character: 51000 – Services and Supplies | | | | | | | | |
| 72851 | 66140100 | 51226 | Consulting Services | 30,000.00 | 7,500.00 | 15,000.00 | 0.00 | 15,000.00 |
| 72851 | 66140100 | 51230 | Security Services | 83,500.00 | - | - | 0.00 | 83,500.00 |
| 72851 | 66140100 | 51249 | Other Professional Services | - | 412.50 | 64,087.50 | 0.00 | (64,087.50) |
| 72851 | 66140100 | 51934 | ERP System Charges | - | - | 125.33 | 0.00 | (125.33) |
| 72851 | 66140100 | 51935 | Unclaimable ERP System Charges | - | - | 3.30 | 0.00 | (3.30) |
| Total Services and Supplies | | | | 113,500.00 | 7,912.50 | 79,216.13 | 0.00 | 34,283.87 |
| Total Expenses | | | | 424,665.00 | 15,181.88 | 143,945.31 | 0.00 | 280,719.69 |
| Net Cost | | | | 54,665.00 | (19,818.12) | (61,397.81) | 0.00 | 116,062.81 |

As Of = @prior-fiscal-month-end; Years = 1; Chart Fields = Fund, Department, Account
 Department [66140100]

**Sonoma Mendocino Economic Development District
Transaction Detail**

March 2022

| Journal Date | Posted Date | Journal ID | Department | Account | Amount | Journal Line Description |
|--|-------------|------------|------------|---------|---------------------------|------------------------------|
| Account Type: 00004 – All Revenues | | | | | | |
| Account Character: 42000 – Intergovernmental Revenues | | | | | | |
| 03-16-2022 | 03-16-2022 | 0000264128 | 66140100 | 42461 | (35,000.00) | EDA Planning Grant |
| | | | | | <u>(35,000.00)</u> | |
| Total Income | | | | | (35,000.00) | |
| Account Type: 00005 – All Expense/Expenditure Accts | | | | | | |
| Account Character: 50000 – Salaries and Employee Benefits | | | | | | |
| 03-01-2022 | 03-01-2022 | 0000262460 | 66140100 | 50701 | 1,356.53 | Jan 2022 Staffing - Supp |
| 03-01-2022 | 03-01-2022 | 0000262460 | 66140100 | 50701 | 92.96 | Jan 2022 Staffing - Planning |
| 03-23-2022 | 03-24-2022 | 0000264816 | 66140100 | 50701 | 3,117.25 | 2022 Staffing - Planning |
| 03-23-2022 | 03-24-2022 | 0000264816 | 66140100 | 50701 | 2,702.64 | 2022 Staffing - Supp |
| Total Salaries and Employee Benefits | | | | | <u>7,269.38</u> | |
| Account Character: 51000 – Services and Supplies | | | | | | |
| 03-01-2022 | 03-01-2022 | 0000262460 | 66140100 | 51226 | 7,500.00 | Oct-Dec 2021 EDFC |
| 03-01-2022 | 03-01-2022 | 0000262460 | 66140100 | 51249 | 412.50 | EDFC - Project Mgt |
| Total Services and Supplies | | | | | <u>7,912.50</u> | |
| Total Expenses | | | | | <u>15,181.88</u> | |
| Net Cost | | | | | <u><u>(19,818.12)</u></u> | |

Fiscal Date [@prior-fiscal-month] and Fund [72851] and Department [66140100]

Run: 2022-04-06 03:01 PM

**SMEDD-County of Sonoma MOU
Mar-22**

| Expenditure Category | MOU Budget | County Expenses to be Reimbursed | Previous Month Expenses to Date | Total Expenses to Date | Percent Expended | Available MOU Balance |
|-----------------------------|----------------------|---|--|-------------------------------|-------------------------|------------------------------|
| Supplemental | | | | | | |
| EPS | 70,000.00 | - | 69,993.75 | 69,993.75 | 100.0% | 6.25 |
| Project Manager | 32,750.00 | - | 16,893.75 | 16,893.75 | 51.6% | 15,856.25 |
| District Administrator | 10,380.00 | - | 15,908.59 | 15,908.59 | 153.3% | (5,528.59) |
| Fiscal Agent | 9,959.00 | 106.01 | 3,603.93 | 3,709.94 | 37.3% | 6,249.06 |
| Administrative Aide | 93,597.00 | 3,800.44 | 35,166.04 | 38,966.48 | 41.6% | 54,630.52 |
| Planning | | | | | | |
| EDFC | 60,000.00 | 7,500.00 | 45,000.00 | 52,500.00 | 87.5% | 7,500.00 |
| District Administrator | 73,334.00 | 335.91 | 56,392.31 | 56,728.21 | 77.4% | 16,605.79 |
| Fiscal Agent | 6,666.00 | 196.02 | 1,925.05 | 2,121.07 | 31.8% | 4,544.93 |
| TOTAL EXPENDITURES | \$ 356,686.00 | \$ 11,938.38 | \$ 244,883.42 | \$ 256,821.79 | | \$ 99,864.21 |

| Budget Category | Employee | Time Period | # Hours | Planning * Grant Amount | Supplemental Grant Amount | Total |
|------------------------|-----------------|---------------------|---------|----------------------------|------------------------------|-----------------|
| District Administrator | Calvin Sandeen | 02/22/22 - 03/21/22 | 9 | 671.81 | - | 671.81 |
| Fiscal Agent | Rebekah Heinze | 02/22/22 - 03/21/22 | 6 | 392.04 | 106.01 | 498.05 |
| Administrative Aide | Bradley Johnson | 02/22/22 - 03/21/22 | 61 | - | 3,800.44 | 3,800.44 |
| Subtotal | | | | 1,063.85 | 3,906.45 | 4,970.30 |
| % charged to SMEDD | | | | 50.0% | 100.0% | N/A |
| Total | | | | 531.93 | 3,906.45 | 4,438.38 |

* 1:1 salary match provided by County of Sonoma

Economic Development & Financing Corporation

Invoice

208 S Oak St Ste B
 Ukiah, CA 95482-4841

| Date | Invoice # |
|-----------|-----------|
| 3/31/2022 | 20220331 |

| Bill To |
|---|
| Sonoma Co. Economic Development Board Attn: Rebekah Heinz 141 Stony Circle, Suite 110 Santa Rosa, CA 95401 |

| P.O. No. | Terms |
|----------|--------|
| | Net 30 |

| Quantity | Description | Amount |
|--------------|--|------------|
| 1 | For coordination of SMEDD activities in Mendocino County for the period 1/01/2022 -3/31/2022 including: Serving as the liaison between Mendocino County, local governments and SMEDD staff; serving as Clerk of the Board; and providing SMEDD admin activities. | 7,500.00 |
| Total | | \$7,500.00 |

| Date | Name | Description | Hours |
|-----------|----------------|--|-------|
| 1/4/2022 | Robert Gernert | Send SMEDD minutes to Calvin | 0.5 |
| 1/18/2022 | Stacey Caico | Meeting with MaryAnne to discuss SMEDD Board | 1.5 |
| 1/18/2022 | Stacey Caico | Read CEDS report | 1 |
| 1/18/2022 | Stacey Caico | Reviewed agenda created template for minutes | 1.5 |
| 1/19/2022 | Stacey Caico | Reviewed email from EDA RE: SMEDD and CEDS being rejected | 1 |
| 1/20/2022 | Robert Gernert | SMEDD BOARD Meeting | 2.5 |
| 1/20/2022 | Robert Gernert | Follow calls and discussion with staff and SMEDD Board Chair on EDFC roles and deliverables. | 1.5 |
| 1/20/2022 | Robin Peckham | Attend SMEDD Board meeting | 2.5 |
| 1/20/2022 | Stacey Caico | Attend SMEDD Board meeting | 2.5 |
| 1/20/2022 | Stacey Caico | Attended SMEDD Board meeting | 2.5 |
| 1/20/2022 | Stacey Caico | Prepped for SMEDD Board meeting | 0.5 |
| 1/20/2022 | Stacey Caico | Discussed concerns after meeting with team, reviewed old meeting minutes | 1 |
| 1/24/2022 | Stacey Caico | Researched docs for Pamela Patterson to prepare for meeting, reviewed JPA, previous mins. | 3 |
| 1/25/2022 | Stacey Caico | Reviewed old files of Diann's & transcribed meeting minutes | 6 |
| 1/26/2022 | Robert Gernert | Calls with Mary Anne and EDFC, and Pamela Patterson staff for SMEDD issues and needs | 4 |
| 1/26/2022 | Robert Gernert | Follow up call with Pamela Patterson for SMEDD course of action | 0.5 |
| 1/26/2022 | Robert Gernert | Communication with SMEDD board chair on JPA clarification | 0.5 |
| 1/26/2022 | Robert Gernert | SMEDD Pre- Strategy Committee prep meeting | 0.5 |
| 1/26/2022 | Robert Gernert | SMEDD Strategy Committee Meeting | 2 |
| 1/26/2022 | Robert Gernert | SMEDD Staff Meeting | 1 |
| 1/26/2022 | Robert Gernert | SMEDD Discussion Staff | 1.5 |
| 1/26/2022 | Robert Gernert | SMEDD Ad Hoc Financial Committee Meeting | 1.5 |
| 1/26/2022 | Robert Gernert | Staff Meeting with Stacey on SMEDD work and grant application upcoming, reporting and special meeting. | 2 |
| 1/26/2022 | Stacey Caico | Admin support to SMEDD Board | 5 |
| 1/27/2022 | Robert Gernert | SMEDD Board Meeting Special Meeting | 2 |
| 1/27/2022 | Robert Gernert | Call with Ethan Brown on SMEDD ongoing responsibilities and contract deliverables. | 1.5 |
| 1/27/2022 | Robert Gernert | Follow up call with Mary Anne from SMEDD Special meeting for ongoing budget issues. | 1 |
| 1/27/2022 | Robert Gernert | Sonoma EDB SMEDD Staff Meeting/ Scheduling Meeting with Marie Jones as per the request of SMEDD Chair | 2 |
| 1/27/2022 | Stacey Caico | SMEDD Board meeting, strategy committee meeting discussion, etc. | 4.5 |
| 1/28/2022 | Stacey Caico | Reviewed old SMEDD meeting packets based on Brown Act training... | 1.5 |
| 1/28/2022 | Stacey Caico | Reviewed Board Effect, looked in Debbi's files, Diann's notes, etc. | 1.5 |
| 2/1/2022 | Robert Gernert | Meeting with Marie Jones for further CEDS consulting with SMEDD | 1.5 |

EDFC SMEDD hours 1/1/2022 - 3/31/2022

| | | | |
|-----------|----------------|---|------|
| 2/1/2022 | Robert Gernert | SMEDD finance ad Hoc | 0.5 |
| 2/1/2022 | Stacey Caico | Meeting with Marie Jones | 2 |
| 2/1/2022 | Stacey Caico | CEDS, EDA narrative review | 1.5 |
| 2/2/2022 | Stacey Caico | Meeting with Jessica Taylor RE: EDA grant proposal | 2.5 |
| 2/2/2022 | Stacey Caico | Reviewed CEDS, EDA denial letter, etc | 1.5 |
| 2/2/2022 | Stacey Caico | Phone call with Diann Simmons RE: meeting mins certification, etc. | 1 |
| 2/3/2022 | Stacey Caico | SMEDD Finance meeting | 3 |
| 2/3/2022 | Stacey Caico | Reviewed 1/27 meeting audio/video | 1 |
| 2/4/2022 | Robert Gernert | SMEDD Strategy Committee meeting | 1.5 |
| 2/4/2022 | Robert Gernert | Call with board Chair on Marie Jones contract needs, Call with Marie Jones for SMEDD contracting | 2 |
| 2/4/2022 | Stacey Caico | SMEDD CEDS strategy meeting to discuss workplans, etc., research past meetings | 5.5 |
| 2/9/2022 | Stacey Caico | Admin support to SMEDD Board- talked with RG, reviewed mtg. mins., etc. | 3 |
| 2/10/2022 | Robert Gernert | Calls with SMEDD staff and Board for discussion and identifying conflicts with terminating MOU and effects on existing contracts with EDFC and Marie Jones. | 3 |
| 2/10/2022 | Robert Gernert | Get SMEDD bylaws for Pamela Patterson to review | 1 |
| 2/10/2022 | Stacey Caico | SMEDD Ad hoc meeting | 2 |
| 2/10/2022 | Stacey Caico | Typed meeting minutes (revised version -after training on minutes) | 3.5 |
| 2/11/2022 | Stacey Caico | Contacted Marie Jones RE: CEDS work plan, reported out to SMEDD staff via email | 2 |
| 2/11/2022 | Stacey Caico | Searched Board Effect/Requested SMEDD bylaws from Chair Petrillo | 0.5 |
| 2/14/2022 | Robert Gernert | Financial Committee Ad Hoc meeting | 1.5 |
| 2/14/2022 | Robert Gernert | SMEDD Staff Meeting | 1 |
| 2/14/2022 | Robert Gernert | Work on Marie Jones Contract execution | 1.5 |
| 2/14/2022 | Robert Gernert | Updating/ finalizing previous Board minutes and upload to Board Effect | 2 |
| 2/14/2022 | Robert Gernert | SMEDD Board Meeting | 2.5 |
| 2/14/2022 | Robert Gernert | SMEDD AD HOC financial Committee meeting | 1.5 |
| 2/14/2022 | Robert Gernert | SMEDD Staff Meeting | 1 |
| 2/14/2022 | Robert Gernert | Dealing with Marie Jones contract issues | 3 |
| 2/14/2022 | Robert Gernert | Phone call with Ethan Brown on SMEDD issues and putting together SMEDD Bid | 2.5 |
| 2/14/2022 | Stacey Caico | Prepared for meeting, reviewed SMEDD workplan, MJC timelines | 1.5 |
| 2/15/2022 | Stacey Caico | RG updated me on SMEDD staff meeting discussion, MJC work plan, contracts, etc. | 1 |
| 2/16/2022 | Stacey Caico | Sent bylaws to Pamela Patterson | 0.5 |
| 2/16/2022 | Stacey Caico | Meeting to meet Ethan Fogg, reviewed meeting packet & attachments | 1.5 |
| 2/17/2022 | Stacey Caico | SMEDD Board meeting | 2 |
| 2/17/2022 | Stacey Caico | Staff meeting & Strategy comm., Marie Jones workplan emails | 1 |
| 2/18/2022 | Stacey Caico | Rcv'd email from Chair, reviewed JPA, discussed with RG | 0.75 |

| | | | |
|-----------|----------------|--|------|
| 2/18/2022 | Stacey Caico | Email correspondence with staff RE: meeting schedules, CEDS workplan, | 0.75 |
| 2/22/2022 | Stacey Caico | Marie Jones Consulting meeting, emails, & discussion RE: contracts, etc. | 1.5 |
| 2/23/2022 | Stacey Caico | Updated RG on emails, Marie Jones, etc. | 0.75 |
| 2/23/2022 | Stacey Caico | Typed meeting minutes template | 1 |
| 2/24/2022 | Stacey Caico | Financial Ad hoc meeting | 1.25 |
| 2/24/2022 | Stacey Caico | Typed 2/17 minutes | 2.5 |
| 2/25/2022 | Stacey Caico | CEDS Fix It Committee staff meeting | 1 |
| 2/28/2022 | Stacey Caico | SMEDD Staff meeting | 1 |
| 2/28/2022 | Stacey Caico | Outreach to Mendo Strategy Committee members | 1 |
| 3/1/2022 | Stacey Caico | Strategy Committee 1st meeting with Marie Jones | 2.5 |
| 3/1/2022 | Stacey Caico | Reviewed SMEDD email from Brad and 8 attachments | 1 |
| 3/7/2022 | Stacey Caico | SMEDD staff meeting | 1 |
| 3/7/2022 | Stacey Caico | Staff discussion RE: Marie Jones' contract and EDB | 1 |
| 3/8/2022 | Stacey Caico | collected photos for CEDS document for Marie Jones Consulting | 1 |
| 3/9/2022 | Stacey Caico | Finalized meeting mins. from last meeting | 1 |
| 3/10/2022 | Stacey Caico | Submitted meeting mins. To Brad, check-in meeting RE: CEDS Strategy coordination | 1 |
| 3/11/2022 | Stacey Caico | Reviewed CEDS Draft submitted by MJC, gathered more photos for CEDS doc | 0.75 |
| 3/14/2022 | Stacey Caico | SMEDD staff meeting/Reviewed EDFC contract for SMEDD services RE: support, reporting, etc. | 1.75 |
| 3/14/2022 | Stacey Caico | Discussed matched funds with Board Chair | 0.25 |
| 3/15/2022 | Robert Gernert | SMEDD Staff Meeting on Reporting needs for EDA Grant | 1 |
| 3/15/2022 | Robert Gernert | SMEDD Strategy Committee Meeting | 2 |
| 3/15/2022 | Stacey Caico | Contractors meeting to discuss reports due, roles & responsibilities | 1 |
| 3/15/2022 | Stacey Caico | EDFC team discussion and researching previous info submitted by Diann | 1 |
| 3/15/2022 | Stacey Caico | Reviewed 2016 CEDS Project list for update info | 1.25 |
| 3/16/2022 | Stacey Caico | SMEDD CEDS Strategy meeting #2 | 2.5 |
| 3/17/2022 | Robert Gernert | SMEDD Board Meeting | 2 |
| 3/17/2022 | Robert Gernert | Contract updating to assist EDB with Marie Jones Contract | 1.5 |
| 3/17/2022 | Robert Gernert | Work on CEDS EDA Update Reports | 3.5 |
| 3/17/2022 | Robert Gernert | Review Marie Jones Contract and EDFC Contract with SMEDD | 1 |
| 3/17/2022 | Stacey Caico | SMEDD Board meeting attendance | 2.5 |
| 3/17/2022 | Stacey Caico | EDFC staff discussion after meeting | 0.25 |
| 3/18/2022 | Stacey Caico | Email correspondence with Brad & review of recording from 3.17 meeting | 1 |
| 3/18/2022 | Stacey Caico | Gathered & emailed photos for CEDS to Marie Jones | 0.5 |
| 3/21/2022 | Stacey Caico | Reviewed CEDS annual reporting requirements, staff meeting, Doodle Poll,etc. | 3 |
| 3/22/2022 | Robert Gernert | Contract updating to assist EDB with Marie Jones Contract | 1.5 |

EDFC SMEDD hours 1/1/2022 - 3/31/2022

| | | | |
|-----------|----------------|--|--------|
| 3/22/2022 | Robert Gernert | Work on CEDS EDA Update Reports | 3.5 |
| 3/22/2022 | Robert Gernert | SMEDD Staff Meeting | 1 |
| 3/22/2022 | Robert Gernert | SMEDD Discussion Staff | 1.5 |
| 3/22/2022 | Robert Gernert | SMEDD Ad Hoc Financial Committee Meeting | 1.5 |
| 3/22/2022 | Robert Gernert | Staff Meeting with Stacey on SMEDD work and grant application upcoming, reporting and special meeting. | 2 |
| 3/22/2022 | Stacey Caico | Researched status of 2016 CEDS projects, previous reports submitted, emails, etc. | 3.25 |
| 3/22/2022 | Stacey Caico | Researched MOVE 2030 reports related to 2016 CEDS projects and points of contact | 1 |
| 3/23/2022 | Stacey Caico | 2016 CEDS project updates, tracking sheet, outreach continued | 1.5 |
| 3/23/2022 | Stacey Caico | SMEDD Finance Ad hoc meeting with attorney B. Adams | 0.75 |
| 3/24/2022 | Stacey Caico | 2016 CEDS project outreach continued, meeting with Brad RE: progress | 3.25 |
| 3/24/2022 | Stacey Caico | Updated Robert on outreach results and requested Sonoma EDB RLF update | 1 |
| 3/28/2022 | Stacey Caico | 2016 CEDS project outreach, updates, reporting data collection | 2.5 |
| 3/29/2022 | Stacey Caico | CEDS annual reporting, Marie Jones correspondence, 2021 CEDS draft review | 5.5 |
| 3/30/2022 | Stacey Caico | CEDS reporting meeting, SMEDD meeting mins. Review, updating spreadsheet | 4.25 |
| 3/31/2022 | Stacey Caico | Reviewed audio recording from 3.17, revised minutes accordingly, check in with Brad | 3 |
| | | | 206.25 |

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SONOMA MENDOCINO ECONOMIC DEVELOPMENT DISTRICT
AUTHORIZING THE CHANGE OF FINANCIAL INSTITUTIONS**

RESOLVED, by the Board of Directors (“the Board”) of the Sonoma Mendocino Economic Development District (“the District”), that:

WHEREAS, the District is a separate public entity created in 2015 by a Joint Powers Agreement (“JPA”) between Sonoma and Mendocino Counties and the City of Sonoma, pursuant to the Joint Exercise of Powers Act (Government Code section 6500 et seq.); and

WHEREAS, the JPA creating the District initially designated the County of Sonoma as financial agent for the District, pursuant to Government Code section 6505.5; and

WHEREAS, Government Code section 6505.6 specifically authorizes the Board to appoint one of its officers or employees as treasurer and auditor in lieu of the designation process set forth in Government Code section 6505.5; and

WHEREAS, in District Resolution 22/01, approved on _____ concurrently with this Resolution, the Board determined and directed that the District exercise its authority pursuant to Government Code section 6505.6 to serve as its own financial agent and provide its own financial services, including, but not limited to, appointing a District Treasurer and a District Auditor, opening District bank accounts, and other related steps necessary to comply with the duties and responsibilities set forth in Government Code section 6505.5; and directed and delegated to the Board President, District Manager, and such others as needed, the authority to implement the District’s decision; and

WHEREAS, an essential step in implementation of the District’s authority under Government Code section 6505.6 is to designate a financial institution to serve the District depository of funds of District and to move District funds to that institution from the County of Sonoma.

NOW, THEREFORE IT IS RESOLVED, effective July 1, 2022, the Board of Directors of the Sonoma Mendocino Economic Development District hereby approves and designates Umpqua Bank, as the financial institution that shall serve as the depository of District fund, and directs that District funds be moved to that institution from the County of Sonoma.

NOW, THEREFORE IT IS FURTHER RESOLVED, the Board of Directors of the Sonoma Mendocino Economic Development District hereby directs and delegates to the Board President, District Manager, and such others as needed, the authority to implement this Resolution, including, but not limited to, coordinating funds transfers, change of signers on accounts, and other necessary administrative actions with the District's new financial institution.

THE FOREGOING RESOLUTION was introduced at a meeting of the Board on April _____8, 2022, by Director_____, who moved its adoption, seconded by Director_____, and ordered adopted by the following vote:

- President
- Director
- Director
- Director
- Director
- Director
- Director
- Director
- Director

AYES: _____ NOES:_____ ABSENT OR NOT VOTING: _____

WHEREUPON, the Chair declared the foregoing Resolution adopted, and **SO ORDERED**.

By: _____
President of the Board

By: _____
Secretary of the Board

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE SONOMA MENDOCINO ECONOMIC DEVELOPMENT DISTRICT
TO APPOINT A DISTRICT TREASURER AND A DISTRICT AUDITOR
PURSUANT TO GOVERNMENT CODE SECTION 6505.6**

RESOLVED, by the Board of Directors (“the Board”) of the Sonoma Mendocino Economic Development District (“the District”), that:

WHEREAS, the District is a separate public entity created in 2015 by a Joint Powers Agreement (“JPA”) between Sonoma and Mendocino Counties and the City of Sonoma, pursuant to the Joint Exercise of Powers Act (Government Code section 6500 et seq.); and

WHEREAS, the JPA creating the District initially designated the County of Sonoma as financial agent for the District, pursuant to Government Code section 6505.5; and

WHEREAS, Government Code section 6505.6 specifically authorizes the Board to appoint one of its officers or employees as treasurer and auditor in lieu of the designation process set forth in Government Code section 6505.5; and

WHEREAS, the Board has determined it is the best interests of the District and the regional stakeholders the District serves for the District to exercise its authority pursuant to Government Code section 6505.6 to serve as its own financial agent and provide its own financial services, including, but not limited to, appointing a District Treasurer and a District Auditor, opening District bank accounts, and other related steps necessary to comply with the duties and responsibilities set forth in Government Code section 6505.5.

NOW, THEREFORE IT IS RESOLVED, the Board of Directors of the Sonoma Mendocino Economic Development District hereby approves that, effective July 1, 2022, the District shall exercise its authority pursuant to Government Code section 6505.6 to serve as its own financial agent and provide its own financial services, including, but not limited to, appointing a District Treasurer and a District Auditor, opening District bank accounts, and other related steps necessary to comply with the duties and responsibilities set forth in Government Code section 6505.5.

NOW, THEREFORE IT IS FURTHER RESOLVED, the Board of Directors of the Sonoma Mendocino Economic Development District hereby directs and delegates to the Board President, District Manager, and such others as needed, the authority to implement the District’s authority and actions approved in this Resolution.

NOW, THEREFORE IT IS FURTHER RESOLVED, effective July 1, 2022, the Board of Directors of the Sonoma Mendocino Economic Development District hereby appoints Jeff Kelly as District Treasurer and appoints Jeff Kelly as District Auditor.

THE FOREGOING RESOLUTION was introduced at a meeting of the Board on April _____, 2022, by Director _____, who moved its adoption, seconded by Director _____, and ordered adopted by the following vote:

- President
- Director
- Director
- Director
- Director
- Director
- Director
- Director
- Director

AYES: _____ NOES: _____ ABSENT OR NOT VOTING: _____

WHEREUPON, the Chair declared the foregoing Resolution adopted, and **SO ORDERED**.

By: _____
President of the Board

By: _____
Secretary of the Board

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2022

SECTION A - BUDGET SUMMARY

| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds | | New or Revised Budget | | |
|---|--|-----------------------------|--------------------|-----------------------|--------------------|--------------|
| | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| 1. EDA Planning Grant | | \$ 210,000 | \$ | \$ | \$ | \$ 210,000 |
| 2. EDB Match Funds | | | 105,000 | | | 105,000 |
| 3. EDFC Match Funds | | | 105,000 | | | 105,000 |
| 4. | | | | | | |
| 5. Totals | | \$ 210,000 | \$ 210,000 | \$ | \$ | \$ 420,000 |

SECTION B - BUDGET CATEGORIES

| 6. Object Class Categories | GRANT PROGRAM, FUNCTION OR ACTIVITY | | | | Total (5) |
|--|-------------------------------------|-----------------|------------------|-----|--------------|
| | (1) | (2) | (3) | (4) | |
| | EDA Planning Grant | EDB Match Funds | EDFC Match Funds | | ● |
| a. Personnel | \$ 105,000 | | | | |
| b. Fringe Benefits | | | | | |
| c. Travel | 7,500 | | | | |
| d. Equipment | | | | | |
| e. Supplies | 7,500 | | | | |
| f. Contractual | | | | | |
| g. Construction | | | | | |
| h. Other | 90,000 | | | | |
| i. Total Direct Charges (sum of 6a-6h) | | | | | |
| j. Indirect Charges | | | | | |
| k. TOTALS (sum of 6i and 6j) | | | | | |
| 7. Program Income | \$ 210,000 | \$ 105,000 | \$ 105,000 | | |

Authorized for Local Reproduction

Standard Form 424A (Rev. 7- 97)
Prescribed by OMB (Circular A -102) Page 1A

SECTION C - NON-FEDERAL RESOURCES

| (a) Grant Program | | (b) Applicant | (c) State | (d) Other Sources | (e)TOTALS |
|--------------------------------------|--------------------|---------------|-----------|-------------------|------------|
| 8. | EDA Planning Grant | \$ 210,000 | \$ | \$ | \$ 210,000 |
| 9. | EDB Match | 105,000 | | | 105,000 |
| 10. | EDFC Match | 105,000 | | | 105,000 |
| 11. | | | | | |
| 12. TOTAL (sum of lines 8-11) | | \$ 420,000 | \$ | \$ | \$ 420,000 |

SECTION D - FORECASTED CASH NEEDS

| | Total for 1st Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
|---|--------------------|-------------|-------------|-------------|-------------|
| 13. Federal | \$ 70,000 | \$ 17,500 | \$ 17,500 | \$ 17,500 | \$ 17,500 |
| 14. Non-Federal | \$ 70,000 | 17,500 | 17,500 | 17,500 | 17,500 |
| 15. TOTAL (sum of lines 13 and 14) | \$ 140,000 | \$ 35,000 | \$ 35,000 | \$ 35,000 | \$ 35,000 |

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

| (a) Grant Program | | FUTURE FUNDING PERIODS (YEARS) | | | |
|---|---------------------------|--------------------------------|------------|------------|------------|
| | | (b)First | (c) Second | (d) Third | (e) Fourth |
| 16. | Short Term Planning Grant | \$ 70,000 | \$ 70,000 | \$ 70,000 | \$ |
| 17. | Sonoma Mendocino Match | 70,000 | 70,000 | 70,000 | |
| 18. | | | | | |
| 19. | | | | | |
| 20. TOTAL (sum of lines 16 - 19) | | \$ 140,000 | \$ 140,000 | \$ 140,000 | \$ |

SECTION F - OTHER BUDGET INFORMATION

| | | | |
|---------------------|--|-----------------------|--|
| 21. Direct Charges: | | 22. Indirect Charges: | |
| 23. Remarks: | | | |

SCOPE OF WORK

3-Year

(July 1, 2022 – June 30, 2025)

EDA PARTNERSHIP PLANNING GRANT Sonoma-Mendocino Economic Development District

The SMEDD Board's prime area of focus in year one will be to inform local governmental agencies, community leaders, CEDS project stakeholders and federal agencies of the SOMO CEDS work. Implementation of SOMO CEDS project will be tracked, monitor, evaluate and adjust actions as needed to achieve progress towards milestones and measured outcomes. This work requires dedicated, strategic collaboration and investment from institutions, jurisdictions, and the public and civic sectors. It will take all partners working together to make progress towards our regional goals.

Annually

- Meetings planned (total time commitment per person 26 hours)
 - 4 SMEDD board Meetings (quarterly)
 - 1 CEDS Strategy Meeting
 - AdHoc Committee: financial, Comms/Events, Partnerships
- Events: (total time commitment per person 6 hours)
 - 2 CEDS Update public events (1 per county)
 - SOMO CEDS Project Stakeholder meetings
- Deliverables:(Year 1)
 - Written quarterly update on each SOMO CEDS project
 - Annual KPI Review of CEDS goals
 - SMEDD Communication/outreach plan
 - Monthly/ Quarterly /Annual fiscal reports

Year 1 focus: *inform local governmental agencies, community leaders, CEDS project stakeholders and federal agencies of the SOMO CEDS work. Adopting KPI and EI metrics*

Year 2 focus: *research and support stakeholder with funding opportunities that will advance implementation Underserved communities (tribal. Hispanic BIPOC)*

Year 3 focus: *analyze program accomplishments and revise strategies as needed for continuity of program*

Annual Survey: This survey can include items to help us gather feedback on CEDS work completed, Projects or narrative that need to be included in the CEDS update, and/or general feedback from regional constituents.

Establishing a Working Relationship with CEDS Project Partners: SMEDD Associates will work with the partners listed in the action plan of the CEDS to provide insight and support to help the projects come to completion.

Communications and Branding: The Sonoma Mendocino Economic Development District will develop a communications strategy that will allow for better outreach for CEDS related projects and activities. Specific elements that need to be developed for the communications strategy include an email list, list of partners, and outreach materials/guide.

Researching Funding Opportunities for CEDS Projects: SMEDD Associates will search for and review potential funding opportunities that can be applied to projects or goals outlined in the CEDS. The funding review and information will be relayed to the SMEDD Board, SMEDD Email List, and Action Plan Partners.

SMEDD Associates:

SMEDD Associates are integral to achieving the goals and objectives for the SOMO Economic Development District. They are committed to the engagement and the vision of long term economic gains for our community. Some of the work SMEDD associates will undertake could include:

Fiscal Agent

Responsible for the financial management of the SMEDD board and related activities. They work directly with the Board Treasurer and is responsible for convening the Financial AdHoc committee and all required financial documentation

The fiscal agent will be responsible for:

- Management of the EDA and SMEDD grant funds, including depositing grant funds into a single, interest-bearing account
- Financial administration and oversight of funds and sub-agreements related to those funds
- Establish, manage, and maintain a system of internal controls, accounting records, and documentation of the receipt and disbursement of funds
- Maintain a ledger for the planning program and supplemental funds
- Prepare and disseminate financial reports on a quarterly basis pursuant to federal reporting requirements.
- Have SAM account and have DUNS number
- Comply with Office of Management and Budget Uniform Administrative Requirements, Cost Principles, and Audit Requirements (2 CFR Part 200)
- Monthly/Quarterly/Annual reporting on expenditures with sign off by Treasurer
- Responsible for creation of SMEDD Audit
- Maintain Public Records
- Ensure funding is encumbered and expended by timelines set by EDA
- Subaward administration: disburse funds and assist with the timely closing out of grants and programs
- Employ skilled, experienced, and knowledgeable personnel to perform the Fiscal Agent's responsibilities

SMEDD Conveners

This work is to engage and unify SOMO CEDS stakeholders, with the SMEDD Board, and CEDS strategy committee to help address the economic challenges outlined in the 2022 CEDS document. SMEDD conveners responsible for convening events and stakeholder activity.

The Regional Convener will be responsible for:

- Identify resources and connect with partners to provide experience in the development and sustainability of economic recovery models outlined in SOMO CEDS

- Convene public, private, academic, industry, workforce, labor, and community leaders for events and stakeholder partnership meetings to advance the implementation of the SOMO CEDS,
- Work with SMEDD board and qualified contractors to support the outreach, research or data studies that may be required
- Serve as the central coordinator of SMEDD Board activities
- Establish a coordinated line of communication among SMEDD board to foster stakeholder connectivity, and between the SMEDD and the Fiscal Agent to accelerate collaboration and support.
- Written quarterly update and presentations for SMEDD Board and EDA on each SOMO CEDS project
- Track region by county for Annual KPI Review of CEDS goals
- Conduct an Annual Survey of stakeholders
- Research funding opportunities

SMEDD Board Administration

The board administrator coordinates and administers the SMEDD Board activities. They coordinate and schedule all board and committee meetings, distribute various reports, and public facing communications that is **Brown Act compliant**. The Board Administrator works in conjunction with the SMEDD District Convener and the Financial Agent to ensure all board members receive timely notices. Board administrator develops ongoing and regular updates with the CEDS Strategy committee.

The Board Administrator will be responsible for:

- Planning board meetings, including time, date, location, and inviting attendees
- Tracking and following up on board meeting RSVPs
- Preparing and distributing meeting agendas and documents ahead of meetings
- Researching answers to questions that come up during meetings
- Preparing meeting minutes for approval and distributing when ready
- Taking and distributing minutes for the SMEDD Board and related Brown Act activities
- Works with SMEDD board and committees to develop grants and grant reporting