



**Renewal Enterprise District (RED)**

County of Sonoma | City of Santa Rosa

## Renewal Enterprise District (RED) Board Meeting – Minutes, FINAL

Regular Meeting

Date: August 26, 2020

Time: 1:00 P.M.

[www.renewalenterprisedistrict.org](http://www.renewalenterprisedistrict.org)

**In accordance with Executive Orders N-25-20 and N-29-20 the August 26, 2020  
RED Board of Directors meeting will be held virtually.**

### **MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON**

The August 26, 2020 RED Board Meeting will be facilitated virtually through Zoom.

Members of the public can participate in, watch or listen to the meeting using one of the two following methods:

1. Join the Zoom meeting application on your computer, tablet or smartphone at:  
<https://us02web.zoom.us/j/84863470798>  
Meeting ID: 848 6347 0798
2. Call-in and listen to the meeting:  
Dial 1 (669) 900-6833  
Enter Meeting ID: 848 6347 0798  
or  
iPhone one-tap:  
+16699006833,,84863470798#

**PUBLIC COMMENT PRIOR TO THE BOARD MEETING:** Public Comment may be submitted via recorded voice message or email.

**VOICE RECORDED PUBLIC COMMENT:** To submit public comment via recorded message, please call 707-477-5653 by 5pm Tuesday, August 25th. State your name and the item number(s) on which you wish to speak. The recordings will be limited to two minutes. These comments may be played at the appropriate time during the board meeting.

**EMAIL PUBLIC COMMENT:** To submit an emailed public comment to the Board, email [michelle.whitman@renewalenterprisedistrict.org](mailto:michelle.whitman@renewalenterprisedistrict.org). Please provide your name, the agenda number(s) on which you wish to speak, and your comment. These comments will be emailed to all Board members.

**PUBLIC COMMENT DURING THE BOARD MEETING USING ZOOM:** Members of the public who join the Zoom meeting, either through the Zoom app or by calling in, will be able to provide live public comment at specific points throughout the meeting.

**EMAIL PUBLIC COMMENT:** One may also email public comment to [michelle.whitman@renewalenterprisedistrict.org](mailto:michelle.whitman@renewalenterprisedistrict.org) throughout the meeting. All emailed public comments will be forwarded to all Board Members.

**DISABLED ACCOMMODATION:** If you have a disability which requires an accommodation or an alternative format to assist you in observing and commenting on this meeting, please contact the Clerk of the Board at (707) 477-5653 or by emailing Michelle Whitman at [michelle.whitman@renewalenterprisedistrict.org](mailto:michelle.whitman@renewalenterprisedistrict.org) by 12 pm Tuesday, August 25th to ensure arrangements for accommodation.

**The rules for public observation and comment supersede and replace the standard provisions on page four for the duration of the public health emergency.**

**1:00 P.M. CALL TO ORDER**

**1. Call to Order, Roll Call and Approval of the Agenda**

(Items may be added or withdrawn from the agenda consistent with State law)

Chairperson Victoria Fleming called the meeting to order at 1:14 pm. Executive Director Michelle Whitman took roll call and noted that a quorum was present, consisting of the following Directors: Shirlee Zane, David Rabbitt and Victoria Fleming. Director Jack Tibbetts was absent due to a conflicting meeting.

**2. Public comment on matters not listed on the agenda but within the subject matter jurisdiction of the Board**

Time open: 1:15

Public speakers: None; Chair invited public comment, no one came forward and there was no prerecorded or emailed comment submitted.

Time closed: 1:15

**3. Consent Calendar**

- a. **Approve minutes of July 22, 2020 Board meeting**
- b. **Approve Year-to-date Financial Report**
- c. **Authorize Executive Director to enter into Memorandum of Understanding to collaborate with Generation Housing for submission of grant applications supportive of shared housing goals**
- d. **Authorize RED Executive Director to apply for a \$90,000 Kaiser Permanente fire recovery grant and if awarded, to receive funds to support Phase II Scope of Work to create a new Housing Fund (Fund) for Infill Housing Development in Santa Rosa and Sonoma County, and delegate authority to Executive Director to amend Professional Services Agreement with Forsyth Street Advisors to reflect revised Scope of Work.**

**Recommended Action: Approve items as presented.**

Time open: 1:15

Public speakers: None; Chair invited public comment, no one came forward and there was no prerecorded or emailed comment submitted.

No Board questions or comments on the Consent Calendar

Time closed: 1:16

Board action: Motioned, seconded, passed, items approved as presented

**AYE Zane Absent Tibbetts AYE Rabbitt AYE Fleming**

**4. Action Items—**

- a. **Amendment to Bylaws and Resolution setting meeting dates and location:** Consider amendment to Bylaws to allow RED Board Meeting Dates and location to be adopted by resolution, and consider adoption of a resolution to set the Board Meeting dates and location and change the regular meeting date

**Recommended Actions:**

1. Approve an amendment to the bylaws.
2. Adopt a resolution, setting the meeting time and location for regular Board meetings

and changing the regular meeting time and place from the fourth Wednesday of every other month to the fourth Monday of every other month.

Time open: 1:17

Public speakers: None; Chair invited public comment, no one came forward and there was no prerecorded or emailed comment submitted.

Time closed: 1:24

Board action: A motion was made, seconded and approved to amend the RED's Bylaws.

**AYE Zane Absent Tibbetts AYE Rabbitt AYE Fleming**

A separate motion was made, seconded and approved to adopt a resolution, setting the meeting time and location for regular Board meetings, and changing the regular meeting time and place from the fourth Wednesday of every other month to the fourth Monday of every other month.

**AYE Zane Absent Tibbetts AYE Rabbitt AYE Fleming**

Board member questions and comments:

**Rabbitt** – Supports flexibility; need more flexibility, not less right now.

**Zane** – Flexibility, given current conditions, is good.

**Fleming** – Thanks Board colleagues for their consideration. Given added personal and professional responsibilities, changing the regular meeting date supports her as Chair, Councilmember, professional and parent. Board action demonstrates that the Board is accommodating to the competing demands placed on its Chair and Directors, particularly in the context of pandemic disruption.

- b. Review and consider approval of Fiscal Year 2020-2021 Final Budget:** Review and consider approval of Fiscal Year 2020-2021 Final Budget  
**Recommended Action:** Approve the Fiscal Year 2020-2021 Final Budget With Adjustments, and Approve Budget Resolution

Time open: 1:24

Public speakers: None; Chair invited public comment, no one came forward and there was no prerecorded or emailed comment submitted.

Time closed: 1:41

Board action: A motion was made, seconded and approved to adopt the Fiscal Year 2020-2021 Final Budget with adjustments, and approve the budget resolution.

**AYE Zane Absent Tibbetts AYE Rabbitt AYE Fleming**

Board member questions and comments:

**Rabbitt** –Asks if the Kaiser Permanente grant, if awarded, funds the housing fund or the work to create the housing fund. ED answers that it would fund work to create the housing fund.

**Zane** – Asks why state grants recently awarded do not support RED overhead, administration. ED responds that the RED’s JPA status makes it ineligible to be an applicant for those programs. The RED did play a role in providing technical and financial assistance for the applications, but could not serve as applicant. The RED has, however, recommended to the funding agencies that JPAs should be eligible applicants in the future.

## 5. Executive Director Report

Time open: 1:42

Public speakers: None; Chair invited public comment, no one came forward and there was no prerecorded or emailed comment submitted.

Time closed: 2:00

Board action: Report received and accepted

Executive Director Michelle Whitman provided a verbal report on RED activities since the July 22, 2020 Board meeting. Following Board direction to identify funding to move forward with Phase II of the initiative to explore and potentially create a new Housing Fund, significant effort was spent submitting applications and proposals to a range of potential grant makers, Kaiser Permanente responded with an invitation for the RED to apply for a \$90,000 grant. Several funding requests still pending. The drive to identify funding will continue until the full \$150,000 cost of the Phase II Scope of Work has been covered.

Targeted effort went into the following priorities as well:

- Providing technical support to developers for the Transit Oriented Development grant and future Infill Infrastructure Grant and Affordable Housing Sustainable Communities applications and awards; compile and provide resources to project proponents.
- Continued stakeholder outreach and relationship building within the housing production, financial, tribal, and philanthropic communities.
- Operation of remote office in response to shelter in place orders; conducting meetings online or via teleconference to maintain momentum and productivity.
- Participate on California Coalition for Rural Housing Disaster Recovery/Prevention Committee regarding COVID-19, challenges faced, adapting focus from natural disasters to include pandemic.
- Participation in Housing Production work group for California Housing Partnership.
- Website maintenance.
- Attending online public meetings featuring local housing projects.
- Advocacy for local housing-related grant applications.
- Participation in various training programs, including Brown Act and housing finance programs.

- General administration, including insurance renewals, advice from legal counsel, budgeting, and accounting functions.
- Attending virtual community meetings.
- Participating in diversity, equity and inclusion training.
- Regular meetings with local elected officials and public sector staff.

The focus for September and October will be on Phase II work to capitalize a Housing Fund, in addition to capacity building and continued pursuit of a sustainable source of funding for the RED.

Board member comments and questions:

**Zane:** How can we aid your efforts on the RED’s behalf? ED responds that the Board has been most supportive. Advocacy for allocation of Low Income Housing Tax Credits, recommendations to provide seed funding for RED housing fund, facilitating discussions with the CDC regarding exploring partnerships are all examples of Board assistance. The ED will look for additional opportunities to leverage Board support. Director Zane believes fires and COVID-19 will eventually bring new opportunities.

**Fleming:** Thankful to RED Board colleagues who serve on Board of Supervisors for their recommendation to allocate PG&E settlement dollars to the RED housing fund, if it is ultimately created. Board support allowed the Chair to make the same request of Council, connecting infill development to wildfire resiliency. Need to encourage density and new housing into urban core.

6. **Closed Session** – The Renewal Enterprise District Board will consider the following in closed session: Public Employee Performance Evaluation – Executive Director

Time open: 2:00

Public speakers: None; Chair invited public comment, no one came forward and there was no prerecorded or emailed comment submitted.

Time closed: 2:45

7. **Closed Session Report Out** – Direction was given to staff. No reportable action.
8. **Adjournment** - The meeting was adjourned at 2:47 p.m. The next regularly scheduled Board meeting is October 26 at 1:00.

<b>Member Agency</b>	<b>Directors</b>
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<i>City of Santa Rosa</i>	Victoria Fleming (Chair)
<i>County of Sonoma</i>	Shirlee Zane (Vice Chair)
<i>City of Santa Rosa</i>	Jack Tibbetts
<i>County of Sonoma</i>	David Rabbitt

**Special Accommodations:** If you have a disability which requires an accommodation, an alternative format, or requires another person to assist you while attending this meeting, please contact Michelle Whitman, (707) 477-5653, as soon as possible to ensure arrangements for accommodation.

**Public Comment:** Any member of the audience desiring to address the Board on a matter on the agenda: please complete a Speaker Card and hand it to staff at the beginning of the meeting or prior to the time the Board Chair closes public comment on the item about which you wish to speak. When called by the Chair, please walk to the podium, state your name and make your comments. The public may comment on closed session items prior to the Board adjourning to closed session. In order that all interested parties have an opportunity to speak, please be brief and limit your comments to the subject under discussion. Each person is usually granted 3 minutes to speak; time limitations are at the discretion of the Chair. While members of the public are welcome to address the Board, under the Brown Act Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

**Meeting Documents:** The associated documentation is available at the offices of the JPA listed above and on the website at: [www.RenewalEnterpriseDistrict.org](http://www.RenewalEnterpriseDistrict.org)

Any changes to the date of the hearing, or any other updates will be noticed on the above website. For more information, please contact Michelle Whitman, [Michelle.Whitman@RenewalEnterpriseDistrict.org](mailto:Michelle.Whitman@RenewalEnterpriseDistrict.org)