



Renewal Enterprise District (RED) Board Meeting – Minutes, Final

Regular Meeting

Date: February 24, 2021

Time: 1:00 P.M.

www.renewalenterprisedistrict.org

**In accordance with Executive Orders N-25-20 and N-29-20, the February 24, 2021
RED Board of Directors meeting will be held virtually.**

MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON

The February 24, 2021 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/81062372538>
Meeting ID: 810 6237 2538
2. Call-in and listen to the meeting:
Dial 1 (669) 900-6833
Enter Meeting ID: 810 6237 2538
or
iPhone one-tap:
+16699006833,,81062372538#

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, February 23rd. 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). Please provide your name, the agenda number(s) you wish to address, 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 throughout the meeting. 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 by 12 pm Monday, February 22nd 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.

See following page for Agenda

1:00 P.M. CALL TO ORDER**1. Call to Order 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 1:07 pm. Executive Director Michelle Whitman took roll call and noted that a quorum was present, consisting of the following Directors: Chris Coursey, Jack Tibbetts, David Rabbitt and Victoria Fleming. The agenda was approved unanimously.

2. Administration of Oath of Office to Supervisor Chris Coursey

Executive Director Whitman administered the Oath of Office to Supervisor Chris Coursey

3. Selection of 2021 Officers of the Board: Accept Nominations and elect a Chairperson and Vice Chairperson per the Renewal Enterprise District Joint Exercise of Powers Agreement.

Recommended Action: Elect a Board Chair and Vice-Chair for Calendar Year 2021.

Jack Tibbetts elected as Chairperson, Chris Coursey elected as Vice Chairperson

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

Time open: 1:12

Time closed: 1:12

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

5. Consent Calendar**a. Approve minutes of December 17, 2020 Board meeting****b. Approve Year-to-Date Financial Report****c. Fiscal Year 2020-21 Budget Adjustment for RED Housing Fund, Phase II Workplan:**

Adopt a resolution adjusting the FY 2020-21 Adopted Budget by \$150,000 to reflect revenue and expenditures for Phase II Workplan for creation of RED Housing Fund.

(3/4 Vote Required)

Time open: 1:12

Time closed: 1:15

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

Board questions or comments on the Consent Calendar: No Board comments or questions.

Vote count

5a: Abstain Coursey AYE Rabbitt AYE Fleming AYE Tibbetts

5b: AYE Coursey AYE Rabbitt AYE Fleming AYE Tibbetts

5c: AYE Coursey AYE Rabbitt AYE Fleming AYE Tibbetts

6. Action Items**a. Fiscal Year 2019-2020 Financial Audit.** Receive report from Auditor and seek Board acceptance of report.

Recommended Action: Receive and accept the Fiscal Year 2019-2020 audit and direct staff to implement any recommendations provided.

Time open: 1:15

Time closed: 1:25

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

Kellin Gilbert of Pimenti and Brinker presented the audit finding that the RED Financial Statements for FY2019-2020 are free of free from material misstatement, unusual accounting transactions, fraud or illegal acts.

Board questions and or comments: No Board comments or questions.

Vote count

AYE Coursey AYE Rabbitt AYE Fleming AYE Tibbetts

- b. JPA Amendment and New Member Protocol:** Consider First Amendment to Renewal Enterprise District Agency Joint Exercise of Powers Agreement (JPA) and Draft Protocols for New Members.

Recommended Actions:

1. Approve the draft form of First Amendment to the RED JPA and direct staff to forward the draft to the City of Santa Rose and the County of Sonoma for consideration.
2. Consider approval of Protocols for adding New Members.

Time open: 1:26

Time closed: 1:36

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

RED Executive Director and Counsel presented a first amendment to the RED JPA and protocols for addition of new members.

Board questions and/or comments:

Tibbetts – Questioned a formula and budget for JPA member contributions. ED Whitman replied with the history of basic overhead costs and option for Members to contribute financially to the RED Budget, split equally, with a pro-rata share of current fiscal year for Members who join mid-year.

Vote count

AYE Coursey AYE Rabbitt AYE Fleming AYE Tibbetts

- c. RED Housing Fund Update:** Receive update on next steps to design and implement a new housing fund, and consider scheduling a March 2021 Board meeting, if needed, to make timely decisions related to fund deployment.

Recommended Action: Receive Housing Fund update and direct staff to schedule a March 2021 Board meeting, if needed, to make timely decisions regarding fund deployment.

Time open: 1:36

Time closed: 2:06

Forsyth Street Advisors delivered a slide deck presentation updating the RED Board on progress made toward deploying a RED Housing Fund.

Public speakers: Tom Robertson, Efren Carrillo

Board questions and/or comments:

Coursey – Do City or County loan terms have requirements for affordability or prevailing wage? Executive Director Whitman answered with reference to the RED's Project Criteria that does not require projects to be affordable or provide prevailing wage, however does use both to evaluate funding applications, among other evaluation criteria, and points out that loan terms have yet to be finalized with the City and County. City and County requirements will be negotiated and reflected in their loan

agreements.

Rabbitt – Prefers public sector loan terms that meet minimums required by law.

Recognizes need for flexible, unencumbered gap funding to get initial projects built and evaluate outcome. RED Project Criteria allows for a competitive process, better chance of success if criteria remains flexible.

Vote count

AYE Coursey AYE Rabbitt AYE Fleming AYE Tibbetts

7. Study Session – Fiscal Year 2021-2022 Preliminary Budget: Review of draft budget, discussion of options for Agency Funding.

Note: Study Session items are for in-depth discussion and possible direction to staff. No formal action will be taken.

Executive Director Whitman presented slides depicting the RED's financial position and budget options for Fiscal Year 2021-22.

Time open: 2:06

Time closed: 2:38

Public speakers: Jen Klose

Board questions and/or comments:

Coursey – Would Santa Rosa City Council and Board of Supervisors need to approve of assessments on RED members? ED Whitman answers yes, and first step in the process would be RED Board approval. Agrees w Supervisor Rabbitt, we should have a healthy reserve. Would revenue generated by a RED Housing Fund return to the RED, or pay the overhead of the Housing Fund, or both. ED answers that preliminary model shows Fund revenue paying Fund overhead and also returning revenue to RED, with the RED Board having a say on governance and operations as the Fund is deployed. Given all the unknowns that may affect the FY2021-2022 budget, Director Coursey suggests the RED should consider dividing costs between the City and County, maybe as a short term bridge leading to self-sustainability.

Rabbitt – MTC and ABAG have been slowed down by pandemic effects, not aware of regional housing bond moving forward at this time. Housing legislation moving through pipeline now. Opportunities on the horizon that the RED will be prepared for when they materialize. What is the RED's reserve for unexpected expenses? May not be in RED's interest to forego assessments on members. ED answers that a reserve of \$100,000 might be reasonable for unforeseen expenses. Not sure what member contribution should be and wants to also make sure RED is able to carry out its work.

Tibbetts – Agrees with Director Coursey's suggestion that the City and County should contribute financially to the RED, and should do it now. Need to maintain a healthy reserve fund. Suggests contribution of \$100,000-\$150,000 per member. Also wants to go back to the State for a possible match. Having City and County contributions to RED overhead helps with attracting public funds from the State.

8. Executive Director Report

Executive Director Whitman offered highlights from the Executive Director's report included in the meeting packet.

Time open: 2:38

Time closed: 2:46

Public speakers: Jen Klose

Board questions and/or comments: No Board comments or questions.

9. Adjournment

The meeting was adjourned at 2:47, with the next regular meeting scheduled for April 19, 2021 at 1:00.

Member Agency	Directors
<i>City of Santa Rosa</i>	Victoria Fleming (Chair)
<i>County of Sonoma</i>	Chris Coursey
<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

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