



GOVERNING BOARD MEETING

AGENDA

Thursday, May 20, 2021
9:30 a.m.

Location (Teleconference only):

Join Zoom Meeting:
<https://us02web.zoom.us/j/6067573943>

Dial-in audio: 669-900-9128

Meeting ID: 606 757 3943

CSEDD Governing Board Members (12):

JPA Member	Elected Member	Citizen Member
Alpine County	Terry Woodrow, Supervisor	Tom Sweeney
Amador County	Frank Axe, Supervisor	<Open>
Calaveras County	Benjamin Stopper, Supervisor (Vice-Chair)	Kathryn Gallino
Mariposa County	Marshall Long, Supervisor (Chair)	Tara Schiff
Tuolumne County	Ryan Campbell, Supervisor	Cole Przybyla
City of Angels Camp	Alvin Broglio, Mayor	
City of Sonora	Ann Segerstrom, Council Member	

CALL TO ORDER – ROLL CALL

- 1. ORAL COMMUNICATION:** The Public may speak on any item not on the printed agenda. No action may be taken. [Gov. Code § 54954.2(b)(2)]
- 2. CONSENT AGENDA:** The following Consent Agenda items are expected to be routine. They will be acted upon by the District Board at one time. Any Board Member, staff member or interested person may request that any Consent items be removed for discussion.

- a. Approval of the Minutes of the February 18, 2021 meeting of the CSEDD Governing Board

3. ACTION ITEMS:

- a. Approve Mother Lode Job Training entering into contract with RCAC for up to \$20,000 to administer a Sierra Nevada Revolving Loan Fund benefitting CSEDD businesses
- b. Approve publishing an RFP up to \$80K, for a contractor to write CSEDD's 4-year CEDS (pursuant to CSEDD securing a Short-Term Planning grant)
- c. Approve the intent to add Mono County as an 8th member to the CSEDD JPA, subject to ratification of 5 (2/3) of the current 7 members' elected bodies

4. INFORMATION/DISCUSSION ITEMS:

- a. Status of USDA Rural Business Development Grant – Biomass feasibility study
 - Beck Group to give progress report and results of May 3-7 site visits
- b. GO-Biz update for Central Sierra
 - Derek Kirk (Regional Business Development Specialist) to report on state budget revisions, strategic initiatives, Central Sierra road trip
- c. Open CSEDD Board Meetings for hybrid (Zoom/In-person) attendance?
 - Limit 15 persons currently
- d. Board member topics of interest

5. NEXT MEETING(S):

- a. 2021 meeting dates (all at 9:30 AM)
Aug. 19; Nov. 18

6. ADJOURN

In accordance with the American with Disabilities Act, if you need special assistance (i.e. auxiliary aids or services) in order to participate in this public meeting, please contact the Administrative Assistant of Mother Lode Job Training (MLJT) at 209-588-1150. Notification 48 hours prior to the start of the meeting will enable the Administrative Assistant to make reasonable accommodations to ensure accessibility to this meeting.



GOVERNING BOARD MEETING

MINUTES

Thursday, February 18, 2021
9:30 a.m.

Location (Teleconference only):

Join Zoom Meeting:
<https://us02web.zoom.us/j/6067573943>

Dial-in audio: 669-900-9128

Meeting ID: 606 757 3943

Present CSEDD Governing Board Members:

Alpine County – Terry Woodrow, Supervisor
Amador County – Frank Axe, Supervisor
Amador County Citizen Member – Jamie Armstrong
Calaveras County – Benjamin Stopper, Supervisor (Vice Chair)
Calaveras County Citizen Member – Kathryn Gallino
Mariposa County – Marshall Long, Supervisor (Chair)
Mariposa County Citizen Member – Tara Schiff
Tuolumne County – Ryan Campbell, Supervisor
City of Angels Camp – Alvin Broglio, Council Member
City of Sonora – Ann Segerstrom, Council Member

Absent CSEDD Governing Board Members:

Alpine County Citizen Member – Tom Sweeney
Tuolumne County Citizen Member – Cole Przybyla

Guests:

Amador County Alternate – Jeff Brown
Calaveras County Citizen Member Alternate – Craig LaFarge
CSEDD Consultant – Sandy Anderson
Beck Group Consulting – Roy Anderson
Wallowa Resources Community Solutions Inc. – Matt King

CALL TO ORDER – ROLL CALL

1. ORAL COMMUNICATION:

Derek Kirk from GO-Biz shared that he would be sitting in on future CSEDD meetings to listen and hear what the region is working on and support the board and communities as needed.

2. CONSENT AGENDA: The following Consent Agenda items are expected to be routine. They will be acted upon by the District Board at one time. Any Board Member, staff member or interested person may request that any Consent items be removed for discussion.

- a. Approval of the Minutes of the November 19, 2020 meeting of the CSEDD Governing Board
Minutes approved. (M) M. Long, (S) B. Stopper. Ayes carried, 2 absent.

3. ACTION ITEMS:

- a. Election of a 2021 Chair and Vice Chair
*Nomination of Marshall Long for Chair.
(M) B. Stopper, (S) F. Axe. Ayes carried, 2 absent.
Nomination of Ben Stopper for Vice Chair.
(M) K. Gallino, (S) T. Schiff. Ayes carried, 2 absent.*

4. INFORMATION/DISCUSSION ITEMS:

- a. Status of EDA short-term planning grant for creation of a CEDS
 - *Conditional approval, pending Opportunity Zones impact*
- b. Status of USDA Rural Business Development Grant – Biomass feasibility study
 - *USDA extended deadline to July 18, 2021*
 - *Contract signed with Beck Group*
 - *Progress report by Beck Group; Sandy Anderson & Beck Group
Next Steps*
 - a. *Biomass Supply Assessment & Site Assessment by Mid-March*

- b. *Feasibility Assessment by Mid-April*
- c. *Feasibility Assessment Report by Mid-May*
- d. *Business Plan by Mid-June*
- e. *Final Report by Mid-July*

c. Board member topics of interest

- *Alvin Broglio shared that Angels Camp just approved the development of 100+ homes through Habitat for Humanity to help address the housing shortage. Angels Camp is also working to install more broadband so internet is more available in the area.*
- *Tara Schiff shared that she is applying for a "Leakage" report for Mariposa County. She notified the board that if this were something the board is interested in, she could assist in the process of applying as a region.*

5. NEXT MEETING(S):

- a. 2021 meeting dates (all at 9:30 AM)
May 20; Aug. 19; Nov. 18

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RURAL COMMUNITY ASSISTANCE CORPORATION

Sierra Nevada Revolving Loan Fund Scope of Work

1. Introduction

1.1 Background

RCAC has been awarded a grant by the Economic Development Administration (EDA) to operate a Revolving Loan Fund (RLF) in 16 California counties in or adjacent to the Sierra Nevada region, including the five counties of the Central Sierra Economic Development District (CSEDD) served by Mother Lode Job Training (MLJT). The funding was made available through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) of 2020 and granted under the authority of the EDA's Economic Adjustment Assistance program with the goal of providing a wide range of financial assistance to communities and regions as they respond to, and recover from, the impacts of the coronavirus pandemic.

The RLF will preserve existing small businesses and provide accessible capital for new and expanding small businesses that are often overlooked by traditional lenders. Once the need for immediate support to distressed businesses has passed, RLF lending will be targeted to help advance economic diversification and resilience in accordance with goals identified in the CSEDD's 2017-2022 Comprehensive Economic Development Strategy (CEDs).

RLF funds will remain committed to the designated 16-county region to facilitate short-term recovery and the long-term development of a regional economy more resilient to future disasters and downturns. Close collaboration between MLJT and RCAC will ensure that lending supports the region's economic development, diversification, and sustainability needs.

1.2 Scope of Work

MLJT will help RCAC to connect with potential borrowers in the five counties that make up the CSEDD: Alpine, Amador, Calaveras, Mariposa, and Tuolumne; assist in developing strategies to meet the region's economic development goals; and help to measure and communicate impact.

MLJT will:

1. Market the availability of RCAC loans to potential borrowers.
 - Include information about the available funds on its website.
 - Refer clients to RCAC loan officers for follow-up and processing.
2. Assist RCAC loan officers in communications with applicants and recipients.
 - Provide technical assistance to loan applicants, including review of applicants' RCAC job tracking projection forms, as appropriate.
 - Work with RCAC Loan Fund staff to respond to borrower needs and structure loans.
 - Maintain records documenting contacts, correspondence and guidance provided to loan applicants and recipients.



RURAL COMMUNITY ASSISTANCE CORPORATION

3. Inform strategy to maximize impact.

- Meet regularly with RCAC to coordinate compliance and monitoring efforts, ensure consistent messaging to loan applicants, and develop strategies to maximize the impact of RLF funds in its region.
- Inform RCAC of updates to its CEDS or other regional development plans.

4. Help measure and communicate impact.

- Assist loan recipients in completing RCAC job tracking sheets based on actual job retention and/or job creation.
- Provide regular reports with funds requests to provide an overview of activities during the invoice period.
- Highlight success stories when loans are closed with borrowers in its region.

RCAC will:

1. Pay up to \$20,000 to MLJT toward documented staff time and reimbursable expenses that support the functions within this Scope of Work.
 - Payment will be calculated at a maximum rate of \$130 per hour.
 - Funding will be available through the end of the award period (03/21/2024) but may be fully disbursed earlier if needed.
2. Manage the RLF according to an EDA-approved RLF Administration Plan that identifies lending priorities and criteria.
 - Communicate RLF lending priorities and guidelines to MLJT for its use in outreach/marketing and technical assistance to potential borrowers.
 - Present loans to RCAC Loan Committee for approval, and service loans once they are approved.
3. Meet EDA reporting requirements throughout the duration of the award period ending 03/31/2024.

2. Project Deliverables

1. MLJT will submit reimbursement requests to RCAC at least quarterly but no more than once per month until the full subaward amount of \$20,000 has been disbursed. Requests will include an invoice, source documentation, and narrative report on work with loan applicants/recipients and coordination with RCAC.
2. MLJT will submit a final reimbursement request and narrative report to RCAC no later than 03/31/2024.



RURAL COMMUNITY ASSISTANCE CORPORATION

3. Project Timeline

Implementation will begin immediately upon execution of the subaward agreement between RCAC and MLJT. RCAC may disburse the full \$20,000 during the first project year, though funds will be available through the award period ending 03/31/2024.

4. Project Budget

RCAC will provide up to \$20,000 to MLJT. This funding will be available over the three-year award period but may be disbursed within the first project year if needed. Funds will be disbursed to MLJT as individual businesses are identified for support. MLJT will document tasks performed within this Scope of Work and charge RCAC for reimbursement. See subaward budget for details.

5. Requirements (Contractor/Subrecipient)

As a subrecipient of an EDA grant awarded to RCAC, MLJT must provide proof that it is an entity eligible to receive EDA assistance, and comply with all of the terms and conditions of the award, including but not limited to the Standard and Specific Award conditions, applicable OMB cost principles, and applicable regulations at 2 CFR part 200 and 13 CFR Chapter III. EDA shall approve the subaward agreement between RCAC and MLJT, per 13 CFR 309.2. Other requirements are detailed in the subaward agreement.

Mono County Considerations

- Members:
 - **Add just Mono County, or also Mammoth Lakes (Inc. town)?**
 - Add 2 board seats or 3? (Note: Amador County was added without cities)
 - Currently 12 board votes amongst 7 JPA members (5 counties & 2 cities)
 - Post-Mono totals: 14 or 15 votes amongst 8 or 9 JPA members
 - Quorum will increase from 7 to 8 either scenario
- CEDS:
 - EDA has authorized adding Mono County to the new CEDS grant
 - Must apply to EDA for formal redefinition of boundaries
 - **Require in-kind matching contribution (\$20K/6 = \$3,333) from Mono?**
 - Note: Existing 5 County CSEDD members' in-kind would decrease ~16.7%
- Financials:
 - **Add to or dilute current \$25K budget by Mono fees (~9.5%)?**
 - **Charge prorated amount for remainder of initial membership year?**

Financial structure (with Mono)

Member	Population (less cities and prison)	Percentage	Cash Contribution	In-Kind Contribution	Total Contribution
Alpine	1,175	0.78%	\$194.78		\$194.78
Calaveras	41,742	27.68%	\$6,919.41		\$6,919.41
Tuolumne	45,852	30.40%		\$7,600.70	\$7,600.70
Mariposa	18,251	12.10%	\$3,025.40		\$3,025.40
Sonora	4,903	3.25%	812.75		\$812.75
Angels Camp	3,836	2.54%	\$635.88		\$635.88
Amador	35,056	23.24%	\$5,819.30		\$5,819.30
Total	150,815	100.00%	\$17,407.52	\$7,600.70	\$25,008.22
Mono	14,310		\$2,375.46		\$2,375.46
Total (with Mono)			\$19,782.98	\$7,600.70	\$27,383.68
Current Budget:	\$ 25,008.22				
Budget w/ Mono	\$ 27,383.68				
\$ per population	\$0.166				

Process for Adding Mono to JPA

1. CSEDD Board approves intent to add Mono County to the JPA (5/20/2021)
2. Mono County BOS ratifies their intent to join CSEDD JPA
3. 2/3 (5) of the existing 7 CSEDD members must ratify adding Mono County to the JPA
 - Boards of Supervisors and City Councils
4. CSEDD sends JPA modification notification to the State
5. CSEDD amends EDA CEDS grant to include Mono



CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT BOARD MEETING SCHEDULE 2021

Primary Location

Central Sierra Economic Development District
197 Mono Way, Suite B
Sonora, CA 95370
Phone: (209) 533-3396

Zoom Conference Link

<https://us02web.zoom.us/j/6067573943>
Phone: (669) 900-9128
Meeting ID: 606 757 3943

EVENT

DATE

TIME

REGULAR MEETING OF THE CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT	Thursday, February 18, 2021	9:30 a.m. - 11:00 a.m.
REGULAR MEETING OF THE CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT	Thursday, May 20, 2021	9:30 a.m. - 11:00 a.m.
REGULAR MEETING OF THE CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT	Thursday, August 19, 2021	9:30 a.m. - 11:00 a.m.
REGULAR MEETING OF THE CENTRAL SIERRA ECONOMIC DEVELOPMENT DISTRICT	Thursday, November 18, 2021	9:30 a.m. - 11:00 a.m.

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

May						
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23	24	25	26	27	28	29
30	31					

August						
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29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

If you require reasonable accommodation in order to participate in any of these meetings please contact Kelly Smith, 72 hours in advance, at **(209) 533-3396**
CRS711 (TTY) Auxiliary aids and services are available upon request to individuals with disabilities. EOE/ADA