

MINUTES OF THE GOVERNING BOARD OF THE  
**TUOLUMNE COUNTY**  
**ECONOMIC DEVELOPMENT AUTHORITY (TCEDA)**

**November 9, 2018**

**LOCATION:** Board of Supervisor Chambers, 2 South Green Street, Sonora, CA 95370

1. Chairman John Gray brought the Meeting of the Tuolumne County Economic Development Authority (TCEDA) to order at 9:30 a.m. on November 9, 2018.

2. Roll Call

The following Board Members were present: Chairman John Gray, Member Sherri Brennan, Member Barry Hillman, Member Dave Thoeny, Member Hawkins and Vice Chair Jim Garaventa (arrived at 9:32 a.m.). Also present were TCEDA Director Larry Cope, County Administrator Tracie Riggs, City Administrator Timothy Miller and County Counsel Sarah Carrillo were present.

3. John Gray led the Flag Salute.

4. Oral Communication: None

5. Consent Agenda:

Approval of the October 11, 2018 TCEDA Governing Board's regular meeting minutes.

No public comment.

**Motion: Dave Thoeny moved to approve the minutes of the October 11, 2018 TCEDA Regular Board Meeting. Matt Hawkins seconded the motion. The Board approved by a 6-0-0 vote.**

6. Old Business: None

7. New Business:

- a. At-Large Board Member Selection (Discussion and Possible Action)

Mr. Cope introduced the item and explained the process and spoke about the four applications that were received for the position.

Public comment: A citizen spoke to the board about her feelings on the candidates for the board positions.

The board discussed the process of selecting candidates for both positions now or to hold interviews for both positions. After discussion it was decided that the positions would be

chosen in separate ways. One position, the four-year term, would be filled by Mr. Ron Patel who the entire board felt was an excellent candidate for the position. The second two-year position would remain open until the next TCEDA Board Meeting where interviews would be held for the three remaining candidates for that board position.

**Motion: Sherri Brennan moved to approve Mr. Ron Patel to serve the four-year term position At-Large Board Member. Jim Garaventa seconded the motion. The Board approved by a 6-0-0 vote.**

**Motion: Sherri Brennan moved to hold interviews at the next regular TCEDA Board meeting for the two-year term position At-Large Board Member. Jim Garaventa seconded the motion. The Board approved by a 3-1-0 vote with John Gray voting against.**

b. Declaration of InnovationLab Equipment Surplus and Approval of Disposal Process (Discussion, Acceptance and Possible Action)

Mr. Cope introduced the item and explained the process and spoke about timing of the application and approval process. The board discussed some minor changes to the applications and the matrix and suggested changes.

Public Comment: A citizen asked if the applications for the InnovationLab Equipment will go to public and private schools. Staff responded that the application will be spread as far as possible to all educational entities through TCEDA contacts and partners. A second citizen gave her opinion on the scoring of the projects and who should get the equipment.

**Motion: Jim Garaventa moved to declare the InnovationLab equipment as surplus property and approved the InnovationLab Equipment Grant application, matrix and final approval process as presented by staff with minor changes. As part of this motion, the TCEDA Board also selected a sub-committee made up of Member Matt Hawkins, Member Barry Hillman and staff to grade the applications and provide a final recommendation to the TCEDA Board at their next regular meeting. Barry Hillman seconded the motion. The Board approved by a 6-0-0 vote.**

c. Update on Grand Jury Response Activities

1. Review of TCEDA Website (Discussion and Direction)

Mr. Cope introduced the item and explained that during the 2018 Grand Jury review the TCEDA Board agreed to review their website to see if any changes were needed to be made. After board discussion, the TCEDA Board directed to its staff to upload the entire packet, instead of just the agenda and minutes, to the website and to upload the minutes of the meetings as soon as possible after they had been approved by the TCEDA Board. Staff will strive to have the minutes uploaded to the website within a week of the meeting they were approved in.

Public Comment: A citizen wanted to give her feedback on the entire Grand Jury report. Chairman Gray informed the citizen that each item that will be covered as part of the Grand Jury Review update to the board she could speak on as each topic was addressed on the agenda. A second citizen gave her opinion on items pertaining to the website and data needed on the website.

Going forward, the board directed staff to get the approved minutes of the TCEDA board meetings uploaded within a week of approval.

## 2. Definition of "Client" (Discussion and Possible Action)

Mr. Cope introduced the item and explained that during the 2018 Grand Jury review the TCEDA Board agreed to define what a client was. Staff presented a definition of what a client would be defined as. The board discussed some minor changes to the definition.

Public Comment: None

**Motion: Barry Hillman moved to approve the definition of a "client" as presented by staff with minor changes. Barry Hillman seconded the motion. The Board approved by a 6-o-o vote.**

3. Marketing Activities Report (Discussion)
4. Vacation Policy (Discussion)
5. Business and Travel Expense Policy (Discussion)

Public Comment: None

Mr. Cope introduced items #3 through #5 (Marketing Activities Report, Vacation Policy and Business and Travel Expenses Policy) and explained to the board the items would be addressed once the final Fiscal and Management Audit were finalized.

## 6. Business Support Guide (Discussion)

Mr. Cope introduced the item and explained to the board that staff is in the process of reviewing the document and will plan to work, per board's direction, with our previous partner, Tuolumne County SCORE chapter or the Valley Sierra SBDC to update the guide in next few months. Staff will bring this item back to the board a future meeting.

Public Comment: None

## 7. Fiscal Audit (Discussion)

Mr. Cope introduced the item and gave the board an update on the progress of the fiscal audit.

## 8. Management Audit (Discussion and Possible Action)

Mr. Cope introduced the item and then walked the board through several items that were included in the meeting packet such as the International Economic Development Council's metrics study. Mr. Cope then turned the presentation over to Ms. Gurbax Sahota, President/CEO of the California Association of Local Economic Development (CALED) who gave an overview of the documents supplied by CALED that were included in the agenda packet for the meeting. Upon the completion of the presentation the board preceded to ask questions of CALED staff. The TCEDA Board then discussed the four recommended communities, for comparison for Management Audit, from CALED.

Mr. Pedro then presented an organization specific and community economic development metrics presentation about the role of the TCEDA and other entities, such as the city and the county, in the long-term success of local communities. It outlined the roles of each entity and how each could measure their part of the community success.

Public Comment: A citizen told the TCEDA Board that the board should take the review you are going through as a positive opportunity and not be critical of the public. A second citizen stated she supports the direction that the board is taking and has been taking. A third citizen asked if we were getting good value for the investment that the city and county is making in the TCEDA.

**Motion: Dave Thoeny moved to approve the four cities that CALED recommended to be the comparable communities for the Management Audit. Sherri Brennan seconded the motion. The Board approved by a 6-o-o vote.**

## 8. CEO/Executive Director's Report

Larry Cope reported out regarding his activities from the last month and shared data on a PG&E Economic Development program for business owners. Mr. Cope then presented a check from PG&E that the TCEDA has received for economic development marketing.

No public comment

## 9. Board Report (s)

Sherri Brennan discussed items pertaining to education, workforce and natural resource opportunities. Dave Thoeny mentioned items pertaining to workforce and changes in how workforce partners interact with business owners. John Gray mentioned a project that is planned for the Hwy 120 corridor and will bring more information back to the board when it is available

## 10. Adjourn:

Chairman John Gray adjourned the meeting at 11:57 a.m.

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Larry Cope, Clerk