



## **MINUTES OF THE REGULAR MEETING OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS**

**WEDNESDAY, SEPTEMBER 17, 2014**

### **ROLL CALL**

The meeting was called to order at 6:00 PM in the San Pablo Economic Development Corporation (SPEDC) Offices at 13830 San Pablo Avenue, Suite D, San Pablo, California. Present were Chair Kathy Chao Rothberg, Vice Chair/Treasurer Erwin Reeves, and Directors Genoveva Calloway, Leonard McNeil and Adam Novickas. Also present were Executive Director Matt Rodriguez, General Manager Leslay Choy, and Controller Bradley Ward. Director Novickas was excused from the meeting at 6:42 PM.

### **PUBLIC COMMENTS**

There were no speakers.

### **EXECUTIVE DIRECTOR DIRECTOR/GENERAL MANAGER REMARKS**

Executive Director Matt Rodriguez and General Manager updated the Board on the status of Rumrill Sports Park, legislation for California's NMTC program and business engagement for Trunk or Treat. General Manager Choy also updated the Board on the jointly SPEDC and SBDC-sponsored DMC forum and the upcoming Removing Barriers clinic.

### **CONSENT AGENDA**

It was moved by Vice Chair/Treasurer Reeves and seconded by Director Calloway to adopt items in the Consent Calendar. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Novickas Reeves  
NOES: None  
ABSENT: None  
ABSTAIN: None

### **MINUTES**

By adoption of the Consent Calendar, the Minutes of the meeting of August 20, 2014 were approved.

### **DISCUSSION AGENDA**

#### **SPEDC FY14-15 FYE Financial Statements through July 31, 2014**

Executive Director Matt Rodriguez introduced the item and Controller Ward discussed the details with the Board. The Board acknowledged Treasurer Reeves statement that we know we operate

at a deficit. The Board also discussed the potential for sales tax revenue trends to shift, potentially affecting Measure Q. Following Board discussion, the item was received and filed.

### **Ad hoc Board Strategic Review Committee and designating members**

Executive Director Matt Rodriguez introduced the item and General Manager Choy discussed details with the Board. It was moved by Chair Chao Rothberg, seconded by Director Calloway and passed by vote of those present to adopt **Resolution EDC2014-029**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize a board *ad hoc* Strategic Revenue Review Committee with Vice Chair Reeves and Director McNeil serving as its members. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Novickas, Reeves  
NOES: None  
ABSENT: None  
ABSTAIN: None

### **Document Destruction and Retention Policy**

Executive Director Matt Rodriguez introduced the item and General Manager Choy discussed details with the Board. Staff confirmed counsel's finding that electronic storage of documents received and scanned originals is sufficient. Staff will explore stop-hold procedures, as well as electronic archiving options, and bring these to the Board at a later date. It was moved by Vice Chair/Treasurer Reeves, seconded by Director McNeil and passed by vote of those present to adopt **Resolution EDC2014-030**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to adopt the SPEDC Document Destruction and Retention Policy. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Novickas, Reeves  
NOES: None  
ABSENT: None  
ABSTAIN: None

### **Gift Acceptance Policy**

Executive Director Matt Rodriguez introduced the item and General Manager Choy discussed details with the Board. After discussion from the Board, it was moved by Vice Chair/Treasurer Reeves, seconded by Director McNeil and passed by vote of those present to adopt **Resolution EDC2014-031**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize staff to adopt the SPEDC Gift Acceptance Policy. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Reeves  
NOES: None  
ABSENT: Novickas  
ABSTAIN: None

### **Special Meeting for NMTC on October 1**

Executive Director Matt Rodriguez introduced the item and General Manager Choy discussed details with the Board. After Board discussion, it was moved by Vice Chair/Treasurer Reeves, seconded by Director McNeil and passed by vote of those present to adopt **Resolution EDC2014-032**, a Resolution of the Board of Directors of the San Pablo Economic Development Corporation, to authorize development of joint All-America City Marketing Program. The motion passed as follows:

AYES: Calloway, Chao Rothberg, McNeil, Reeves  
NOES: None  
ABSENT: Novickas  
ABSTAIN: None

### **ADJOURNMENT**

The meeting adjourned at 7:03 PM to Wednesday, October 1, 2014 at 6:00 PM.

Respectfully submitted,

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Leslay C. Choy, Board Secretary

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Kathy Chao Rothberg, Board Chair