

JOINT MEETING NOTICE AND AGENDA

**REGULAR MEETING OF THE MADERA COUNTY ECONOMIC DEVELOPMENT
COMMISSION BOARD OF COMMISSIONERS
AND
REGULAR MEETING OF THE MCEDC BOARD OF COMMISSIONERS AS THE CEDS
COMMITTEE**

July 12, 2023

3:00 p.m.

Meeting will be held at:

**Madera County Economic Development Commission
2425 W. Cleveland Ave. #101
Madera, CA. 93637**

(This meeting is open to the public. The public may attend in person or participate via zoom. Zoom information is shown at the end of the agenda)

A G E N D A

This meeting was conducted pursuant to the provisions of the Governor's Executive Order which suspends certain requirements of the Ralph M. Brown Act. Social distancing per the Executive Order were used at the meeting. Members of the public were advised at posting of the agenda that comments were accepted via email at info@maderacountyedc.com. This was a zoom meeting.

1.0 **Call to Order**

2.0 **Public Comment**

This time is made available for comment from the public on matters within the Commission's Jurisdiction. Comment period will be limited to 15 minutes, each speaker will be limited to 3 minutes and only one speaker per subject matter.

3.0 **Introductions and Recognitions**

4.0 **Consideration of Agenda**

5.0 **Consent Calendar**

5.1 ***Madera County Economic Development Commission
Minutes – April 12, 2023***

5.2 ***Madera County Economic Development Commission
Financial Reports – June 2023***

6.0 **Action Items**

6.1 **Madera County Economic Development Commission 2022-2023 Fiscal Year Audit**

The MCEDC Board of Commissioners will approve the audit cost for Fiscal Year 2022-2023.

6.2 **Comprehensive Economic Development Strategy (CEDS)**

The MCEDC Board of Commissioners will make a motion to adjourn to the CEDS Committee Meeting.

7.0 **Informational Items**

None.

8.0 **Written Communication**

None.

9.0 **Open Discussion/Reports/Information**

9.1 **Commissioner Reports**

9.2 **Executive Director**

9.3 **Manager of Business Development & Marketing**

9.4 **Business Assistance/Office Manager**

10.0 **Next Meeting**

October 11, 2023

11.0 **Adjournment**

Join Zoom Meeting
<https://us06web.zoom.us/j/8212068981>
Meeting code: 8212068981

+14086380968,,8212068981# US (San Jose)

COMMISSIONERS	July 2022	Oct. 2022	Jan. 2023	April 2023	
RON FLORES Industry-at-Large	X	O	O	O	
Anthony Corales Public Utility	O	X	X	X	
BRETT FRAZIER JORDAN WAMOFF Madera County Board of Supervisors	O	X	X	O	
DARIN SOUKUP EMC Chamber of Commerce	O	X	X	O	
PAIGE HILL Chowchilla Chamber of Commerce	O	O	X	O	
WADE WHEELER North Fork Chamber of Commerce	O	O	O	O	
WASEEM AHMED City of Chowchilla	X	O	X	X	
TRACIE CONTRERAS Madera Workforce Development Board	X	X	X	X	
SANTOS GARCIA City of Madera	X	X	X	X	
ROB POYTHRESS Madera Chamber of Commerce	X	X	X	X	
BRAD DITTON Bass Lake Chamber of Commerce	X	X	X	X	
LAURA YOUNG Coarsegold Chamber	O	O	O	X	
OLLIA RIDGE Golden Valley Chamber	X	X	X	X	

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SSION
BOARD OF COMMISSIONERS
ATTENDANCE
2022-2023

NM-no meeting held

M A D E R A C O U N T Y
ECONOMIC DEVELOPMENT
COMMISSION
B O A R D O F C O M M I S S I O N E R S

April 12, 2023

MINUTES

PRESENT: Ollie Ridge, Brad Ditton, Jody Machado, Maiknue Vang,
Robert Poythress, Jose Rodriguez, Waseem Ahmed, Laura Young

ABSENT: Wade Wheeler, Darin Soukup, Paige Hill, Jordan Wamhoff

STAFF: Darren Rose, Maritza Garcia

1.0 CALL TO ORDER

The meeting was called to order at 3:01 p.m. by Chair Poythress.

2.0 PUBLIC COMMENT

None.

3.0 INTRODUCTIONS & RECOGNITION

Self-Introductions were done with Jody Machado, serving as alternate for Anthony Corales, Public Utilities, and Jose Rodriguez serving as alternate for Santos Garcia, City of Madera.

4.0 CONSIDERATION OF AGENDA

No changes to the agenda.

5.0 CONSENT CALENDAR

5.1 Madera County Economic Development Commission Minutes

-Jan. 11, 2023

5.2 Madera County Economic Development Financial Report

- March 2023

On motion by Commissioner Ahmed and seconded by Commissioner Ditton the consent calendar is approved as presented. Motion carried.

6.0 ACTION ITEMS

6.1 Madera County Economic Development Commission Budget for Fiscal Year 2022/2023

On motion by Commissioner Ridge and seconded by Commissioner Rodriguez the budget for Fiscal Year 23/24 is approved as presented. Motion carried.

6.2 Nominations and Terms of Office for the MCEDC Board of Commissioners

On motion by Commissioner Rodriguez and seconded by Commissioner Ahmed, MCEDC Board of Commissioners will approve the nominations and terms of office for the Board of Commissioners for Fiscal Year 2023/2024. Motion carried.

6.3 Election of Officers

On motion by Commissioner Ahmed and seconded by Commissioner Young, Commissioner Poythress will serve as Chair. On motion by Commissioner Young and seconded by Commissioner Ridge, Commissioner Ditton will serve as Vice-Chair. Motion carried.

7.0 INFORMATIONAL ITEMS

None.

8.0 WRITTEN COMMUNICATION

None.

9.0 OPEN DISCUSSION/REPORT/INFORMATION

9.1 Commissioners Reports

Commissioner Poythress (Madera Chamber) - reported on the May 4th National Day of Prayer Breakfast and the Business Extravaganza in June. The county is dealing with road damage from the recent storms on a priority basis.

Commissioner Ditton - (Bass Lake) – reported The Forks opened March 31st. Most of the snow is gone, but lots of damage in the area. The community worked together to clean up. Bass Lake Fishing Derby is April 29 and 30th. And the Yosemite Marathon will be held in May

Commissioner Ridge-(Madera Ranchos Chamber) - reported on the chambers very successful crab feed with over 200 people. They will have their next mixer on May 4th and will have their Fireworks stand in July. New businesses are coming on the 41 byway.

Commissioner Rodriguez - (City of Madera) – reported they are working with the Kiwanis Club to bring back the Fireworks Show at the Fair Grounds after having to cancel last year's event.

Commissioner Ahmed - (City of Chowchilla) – reported on their upcoming fire training, curb side clean up from April 17-21st. And they recently approved another balanced budget.

Commissioner Young -(Coarsegold Chamber) - reported the Annual Rodeo will be held May 5-6th. The Peddlers Fair will be held Memorial Day weekend. And their next mixer will be held on June 1st. They recently had their installation at Yosemite Lake Park.

Commissioner Machado - (Utilities) – PG&E is looking for leads on their new program, Business Simplified Savings Program for customers using less than 50 kw. Also the tariff program for solar expires on the 15th of April.

Commissioner Vang-(Workforce Investment Board)- reported she's been in her new role for about 2 months. They are busy between January to June with monitoring and job fairs. Held a job fair March 30th in Oakhurst where they saw the lowest number of job seekers they have ever seen. Could have been weather related. The next job fair will be held on April 13th, where they will have 57 employers looking for people. They will continue to work with those employers after the fair if needed. They are working on a MOU with Valley Community SBDC to provide services in Madera. They continue to work with employees impacted by the hospital closure. Several have signed up for educational training to help with placement.

9.2 Executive Director- Darren reported all three jurisdictions approved the budget in March. Reported the State of the County event was well attended with a profit of \$7,000. He attended the ICSC Regional Event, where he received several leads. With CCVEDC he attended the West Pak Trade Show, and a legislative trip. They had discussions on issues with energy, workforce and transportation. Attended his first SIOR event in San Francisco and another Bay Area Mission with CCVEDC. Discovered there is a lot of interest in our area. Business looking to move to the valley as the Bay Area fills up. The CCVEDC regions all have the same issues with energy, service, capacity, scheduling and space. The average vacancy rate across the valley is 6%. An RFP was sent out today for Website Design. Hoping to revamp the website. He is currently working on 14 projects across all three jurisdictions. Asked Commissioner Poythress to share the County received \$54.7 million of a \$111 million project to expand Hwy 99 to six lines from Avenue 7 to Avenue 12. He used this information with many of the brokers on the mission trips.

9.3 Manager of Business Development & Marketing- as reported.

9.4 Business Assistance/Office Manager- as reported.

10.0 NEXT MEETING

The next meeting of the Commission will be held on July 12, 2023.

11.0 ADJOURNMENT

The meeting was adjourned at 3:48 p.m.

Respectfully submitted,
Lois Leonard, Recording Secretary

	<u>Jun 23</u>
Ordinary Income/Expense	
Income	
4100 · City-County Contributions	
4130 · County of Madera	<u>26,581.27</u>
Total 4100 · City-County Contributions	<u>26,581.27</u>
Total Income	<u>26,581.27</u>

Gross Profit	26,581.27
Expense	
5000 · Salaries	
5001 · Salaries- MCEDC	<u>20,248.68</u>
Total 5000 · Salaries	20,248.68
5100 · Employee Expense	
5110 · FICA ER	1,201.63
5120 · Medicare ER	281.04
5131 · ICMA Retirement	1,518.66
5150 · Insurance	
5151 · Dental	115.90
5152 · Medical	3,881.00
5153 · Vision	<u>22.18</u>
Total 5150 · Insurance	4,019.08
5160 · LT Disability	91.09
5180 · Staff Mileage	126.41
5190 · Staff Expense	232.88
5195 · Executive Director-Cell Phone	<u>100.00</u>
Total 5100 · Employee Expense	7,570.79
5200 · Marketing	
ICSC	1,811.92
5200 · Marketing - Other	<u>4,594.81</u>
Total 5200 · Marketing	6,406.73
5400 · Conference & Training	125.00
6170 · Equipment Rental	433.16
6230 · Publications/Directories	328.20
6300 · Repair and Maintenance	
6301 · Office Maintenance	<u>300.00</u>
Total 6300 · Repair and Maintenance	300.00
6340 · Telephone	424.29
6390 · Utilities	965.74
6550 · Office Expense	
6560 · Payroll Expenses	16.50
6550 · Office Expense - Other	<u>557.48</u>
Total 6550 · Office Expense	573.98
6950 · CDBG Expense - Misc	<u>85.00</u>
Total Expense	<u>37,461.57</u>
Net Ordinary Income	-10,880.30

TOTAL

Ordinary Income/Expense	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
4000 · Grants				
4030 · CDBG Grant- County	0.00	2,000.00	-2,000.00	0.0%
4040 · CDBG Grant-City of Madera	47,217.87	5,000.00	42,217.87	944.36%

4070 · County Pandemic Grant Program	12,171.72	2,000.00	10,171.72	608.59%
Total 4000 · Grants	59,389.59	9,000.00	50,389.59	659.88%
4100 · City-County Contributions				
4110 · City of Chowchilla	34,275.20	34,275.20	0.00	100.0%
4120 · City of Madera	134,571.75	179,428.99	-44,857.24	75.0%
4130 · County of Madera	219,201.09	217,010.34	2,190.75	101.01%
Total 4100 · City-County Contributions	388,048.04	430,714.53	-42,666.49	90.09%
4149 · Private Memberships	10,000.00	7,500.00	2,500.00	133.33%
4150 · Miscellaneous Income	0.00	0.00	0.00	0.0%
4151 · Special Events	8,178.80	11,000.00	-2,821.20	74.35%
4152 · RMDZ	0.00	0.00	0.00	0.0%
Total Income	465,616.43	458,214.53	7,401.90	101.62%
Gross Profit	465,616.43	458,214.53	7,401.90	101.62%
Expense				
5000 · Salaries				
5001 · Salaries- MCEDC	258,729.97	250,352.94	8,377.03	103.35%
Total 5000 · Salaries	258,729.97	250,352.94	8,377.03	103.35%
5100 · Employee Expense				
5110 · FICA ER	15,421.18	15,745.00	-323.82	97.94%
5120 · Medicare ER	3,606.58	3,600.00	6.58	100.18%
5131 · ICMA Retirement	22,966.99	29,290.35	-6,323.36	78.41%
5150 · Insurance				
5151 · Dental	1,419.10	1,937.44	-518.34	73.25%
5152 · Medical	45,671.00	55,455.71	-9,784.71	82.36%
5153 · Vision	272.40	463.41	-191.01	58.78%
5150 · Insurance - Other	0.00	0.00	0.00	0.0%
Total 5150 · Insurance	47,362.50	57,856.56	-10,494.06	81.86%
5160 · LT Disability	1,232.68	1,152.00	80.68	107.0%
5170 · Insurance - Worker's Comp	3,145.90	3,500.00	-354.10	89.88%
5180 · Staff Mileage	2,107.56	1,500.00	607.56	140.5%
5190 · Staff Expense	2,025.53	1,500.00	525.53	135.04%
5195 · Executive Director-Cell Phone	1,300.00	1,200.00	100.00	108.33%
Total 5100 · Employee Expense	99,168.92	115,343.91	-16,174.99	85.98%
5200 · Marketing	35,343.56	42,500.00	-7,156.44	83.16%
5400 · Conference & Training	3,342.80	2,366.00	976.80	141.29%
6160 · Organization Dues	1,817.50	1,500.00	317.50	121.17%
6170 · Equipment Rental	2,650.21	2,700.00	-49.79	98.16%
6230 · Publications/Directories	627.19	500.00	127.19	125.44%
6250 · Postage and Delivery	123.84	251.68	-127.84	49.21%
6260 · Printing and Reproduction	0.00	400.00	-400.00	0.0%
6270 · Newsletter	1,741.81	2,000.00	-258.19	87.09%
6290 · Rent	22,866.14	22,000.00	866.14	103.94%
6300 · Repair and Maintenance				
6301 · Office Maintenance	3,309.84	2,800.00	509.84	118.21%
6302 · Computer Repairs	586.78	700.00	-113.22	83.83%
6304 · Copier Maintenance	0.00	1,100.00	-1,100.00	0.0%
6300 · Repair and Maintenance - Other	0.00			

Total 6300 · Repair and Maintenance	3,896.62	4,600.00	-703.38	84.71%
6331 · Commissioner Expense	80.61	0.00	80.61	100.0%
6340 · Telephone	3,970.48	3,000.00	970.48	132.35%
6390 · Utilities	4,544.71	3,000.00	1,544.71	151.49%
6550 · Office Expense				
6560 · Payroll Expenses	203.25	200.00	3.25	101.63%
6550 · Office Expense - Other	2,871.26	700.00	2,171.26	410.18%
Total 6550 · Office Expense	3,074.51	900.00	2,174.51	341.61%
6555 · Insurance - Office	2,051.26	1,000.00	1,051.26	205.13%
6950 · CDBG Expense - Misc	940.00	0.00	940.00	100.0%
6980 · Audit	4,750.00	4,800.00	-50.00	98.96%
7000 · Other Expenses				
7120 · Equipment Purchase				
7122 · Comp Equip/Tech Upgrade	508.03	500.00	8.03	101.61%
7120 · Equipment Purchase - Other	2,278.24	500.00	1,778.24	455.65%
Total 7120 · Equipment Purchase	2,786.27	1,000.00	1,786.27	278.63%
7000 · Other Expenses - Other	4,950.00			
Total 7000 · Other Expenses	7,736.27	1,000.00	6,736.27	773.63%
Total Expense	457,456.40	458,214.53	-758.13	99.84%
Net Ordinary Income	8,160.03	0.00	8,160.03	100.0%
Net Income	8,160.03	0.00	8,160.03	100.0%

M A D E R A C O U N T Y

ECONOMIC DEVELOPMENT

COMMISSION

B O A R D O F C O M M I S S I O N E R S

TO: Madera County Economic Development Executive Committee
FROM: Lois Leonard, Business Assistance & Office Manager
DATE: July 12, 2023
SUBJECT: Staff Report

CDBG RLF PROGRAM STATUS

- **Madera County Business Assistance/Microenterprise Program Income Trust Fund Balance= \$542,420**
- **City of Madera Program Income Trust Fund Balance- \$ 337,228**

LOAN STATUS

All loans are current except for GQ Investments, Galaxy Dance.

RMDZ

Completed the 2022 Annual Report

CITY OF MADERA MICRO BUSINESS PANDEMIC GRANT

Awarded a total of 28 businesses with grants from the City of Madera Micro Business Pandemic Grant. Two grants are still available to complete the program.

MADERA COUNTY MICRO BUSINESS COVID-19 RELIEF GRANT PROGRAM

Program launched March 14, 2023 and closed on June 9, 2023. Seventeen businesses have been approved.

MADERA COUNTY ARPA SMALL BUSINESS ASSISTANCE GRANT

Program launched November 1, 2022. 109 grant applications have been approved. Program closed on July 7, 2023.