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Next EDC Resolution Number SPEDC2026-001



SAN PABLO EDC
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SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING AGENDA

Board of Directors

Genoveva Garcia Calloway, Chair

Saman Farid, Vice Chair

Kanwar Singh, Treasurer

Patricia Ponce, Director

Stephen Baiter, Director

WEDNESDAY, January 21, 2026
6:00 PM

Copies of this agenda and non-exempt public records relating to an open session item on this agenda will be available upon request to saeidb@sanpabloedc.org. The agenda may also be viewed at www.SanPabloEDC.org.

CALL TO ORDER OF ANNUAL MEETING/ PLEDGE OF ALLEGIANCE/ ROLL CALL

PUBLIC COMMENTS: The public is encouraged to address the San Pablo EDC Board on any matter listed on the agenda or any other matter within its jurisdiction subject to the rules of decorum to be described and acted on by the Board. If you wish to address the Board, please email saeidb@sanpabloedc.org with "Speaker Form" in the subject line. The Board will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote.

EXECUTIVE DIRECTOR REMARKS

CONSENT AGENDA

All matters listed in the Consent Agenda section will be considered routine by the Board and will be enacted by one motion. The disposition of the item is indicated. There will be no separate discussion of these items. If discussion is requested, that item will be removed from the section entitled Consent Agenda and will be considered separately.

CONSENT AGENDA (3 items)

1. Minutes of the November 19, 2025 regular meeting (pages 3-4)

Recommendation: Approve

2. San Pablo EDC FY25-26 Financial Statements ending November 30, 2025 (pages 5-11)

Recommendation: Receive and file

3. Resolution authorizing application to Mechanics Bank for a grant in the amount of \$12,000 and acceptance of grant, if funded (pages 12-14)

Recommendation: Approve

* * * END OF CONSENT AGENDA * * *

PRESENTATIONS

1. Acknowledgement of Director Patricia Ponce's board service (page 15)
Recommendation: **Receive, applaud and file**

REGULAR AGENDA – ITEMS FOR DISCUSSION

1. Resolution nominating and electing board officers for 2026 to serve until the next annual board meeting (pages 16-18)
Recommendation: **Nominate and elect**

BOARD CHAIR & COMMITTEE CHAIR REPORTS (ORAL COMMUNICATIONS)

1. Governance Committee Chair debrief of the January 21, 2026 committee meeting

ADJOURNMENT

Adjourn to next regular meeting scheduled for **Wednesday, February 18, 2026**, at 6:00 pm.



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

THURSDAY, NOVEMBER 13, 2025

ROLL CALL

The Board of Directors (Board) meeting was called to order at 5:59 PM in the San Pablo Economic Development Corporation (San Pablo EDC) Offices at 1000 Gateway Avenue, First Floor, San Pablo, California. Present were Chair Genoveva Calloway, Treasurer Kanwar Singh, Director Patricia Ponce. Also present were Executive Director Leslay Choy and Board Secretary Saeid Babay Hosseini. Director Stephen Baiter joined at 6:01 PM. Vice Chair Saman Farid had an excused absence.

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE DIRECTOR REMARKS

Executive Director Choy updated the board on a meeting with Rudy's Refrigeration to explore workforce collaboration and the approval of the first SPLASH Refresh loan. She also shared insights from a Promise Zone visit in Michigan, tours of regional refineries, and updates on housing events and the launch of Kindness Counts/La Amabilidad Cuenta with the San Pablo Police Department and local businesses.

CONSENT AGENDA

1. Minutes of the October 15, 2025 regular meeting
Recommendation: **Approve**
2. San Pablo EDC FY24-25 Financial Statements ending September 30, 2025
Recommendation: **Receive and file**
3. Resolution authorizing execution of the OBRA contract amendment for maintenance work at Mission Plaza and fund balance allocation increase from \$21,400 up to \$28,400
Recommendation: **Approve**

It was moved by Director Ponce, seconded by Director Baiter, and passed by a vote of those present to adopt the items on the Consent Agenda. The motion passed as follows:

AYES: Baiter, Calloway, Ponce, Singh
NOES: None
ABSTAIN: None
ABSENT: Farid

REGULAR AGENDA

Presentation of the San Pablo EDC Fiscal Year 2024-2025 Financial Audit Related Documents and Tax Filing by Maze & Associates

Executive Director Choy introduced the item and invited Vikki Rodriguez, CPA and Partner for Maze & Associates, to present the audited financial statements and accompanying documents. Following board discussion, it was moved by Treasurer Singh and seconded by Director Ponce to receive and file the presentation of the San Pablo EDC Fiscal Year 2024-2025 financial audit and related documents by Maze & Associates.

Resolution authorizing employee handbook amendment adding an annual in-service work day in October

Executive Director Choy explained the impetus behind the employee handbook amendment to add an annual in-service work day in October, combining team building and community service. Following board discussion, it was moved by Director Ponce, seconded by Treasurer Singh, and passed by a vote of those present to adopt **RESOLUTION SPEDC2025-024**, a resolution to authorize employee handbook amendment adding an annual in-service work day in October.

AYES: Baiter, Calloway, Ponce, Singh

NOES: None

ABSTAIN: None

ABSENT: Farid

ADJOURNMENT

It was moved by Vice Chair Calloway and seconded by Director Baiter to adjourn the meeting at 6:30 PM to the next regular meeting scheduled for **Wednesday, December 17, 2025** at 6:00 PM.

Respectfully submitted,

Saeid Babay Hosseini, Board Secretary

Genoveva Calloway, Chair

SAN PABLO EDC BOARD REPORT



DATE: January 21, 2026

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TO: San Pablo EDC Board

FROM: Leslay Choy, Executive Director 
Bradley Ward, Controller

SUBJECT: SAN PABLO ECONOMIC DEVELOPMENT CORPORATION FISCAL YEAR 2025-26 FINANCIAL STATEMENTS THROUGH NOVEMBER 2025

RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Receive and file report.

BACKGROUND

As part of its ongoing fiduciary oversight, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) reviews the organization's financial reports. These reports are received and reviewed in advance by Board Treasurer and Finance Committee member, Kanwar Singh. Financials compare year-to-date expenses to annual budget in a format recommended by Treasurer Singh. The Board is asked to review, in particular, paragraph 3 in the **Analysis** section.

ANALYSIS OF FINANCIAL REPORTS

Attached is a set of financial reports through November 2025. The lead item is the balance sheet, which shows the organization's financial position as of November 30, 2025. The November balance sheet reflects assets of \$5,292,673, liabilities of \$ 1,944,666, and equity of \$3,348,008. For any professional agreement where San Pablo EDC receives the lump sum up front, Account 25800 is used for the unearned portion of the agreement, and changes the month-over-month liabilities, reducing as the year advances.

The second section of the report is the year-to-date profit and loss (P&L) statement through November 30, 2025 with comparison to budget. The P&L statements are presented as a summary of the Total Budget for Operations, Measure S and Total Grants. The first column represents year-to-date (YTD) revenue and expenses by budget item; second column represents total budget; third column represents year-to-date variance to budget. EDC recognizes income on an accrual basis.

The first part of the Total P&L statement is revenue (income). Total income through November is \$881,009, representing 51% of budgeted income with 41.7% of the fiscal year complete. Of note, Suite B at Mission Plaza has been leased by a retail cannabis tenant who successfully finished as the top recommended applicant for an operator's permit and conditional use permit (CUP). Once these are issued, six months of free rent begins. There has been a set-back. They elected to continue their Planning Commission hearing twice and staff will learn this month if the tenant intends to continue at this site. Staff no longer anticipate any income under 47200 from this tenant through June 2026. While this would represent an excellent use for the plaza, lifting the tax base, bringing in living wage jobs, offering security at the site and lifting up businesses around them, their path is uncertain.

The second part of the P&L, which includes other expenses less depreciation, represents expenses, the bulk of which are 62100 Contract Services, 65000 Operations and 66000 Payroll. YTD expenses were \$683,273 or 38% of the annual budget. Note that benefits and software subscription costs are increasing.

Monthly non-cash depreciation of \$3,739 (year-to-date \$ 18,696) for the EDC's commercial building asset, Mission Plaza, is accounted for as "other expense" in account 70100, as it does not affect operations. By classifying it this way, the EDC separates operations and cash usage from non-cash activity. This is referred to as EBITDA or earnings before interest, taxes, depreciation and amortization.

Attachments

- San Pablo EDC FY25-26 Financial Statements through November 2025

San Pablo Economic Development Corporation
Balance Sheet
As of November 30, 2025

Nov 30, 25

ASSETS

Current Assets

Checking/Savings

10000 · SPEDC Checking Account	853,030.91
10005 · Money Market ...1115	2,211,984.10
10015 · TCU Checking /Savings Account	248.45
10100 · Petty Cash	100.00
Total Checking/Savings	3,065,363.46

Accounts Receivable

11000 · Accounts Receivable	1,027,735.24
Total Accounts Receivable	1,027,735.24

Other Current Assets

12000 · Undeposited Funds	(386.20)
Total Other Current Assets	(386.20)

Total Current Assets

4,092,712.50

Fixed Assets

14100 · Buildings - Operating	1,540,000.00
14200 · Accumulated Depreciation	(340,279.11)

Total Fixed Assets

1,199,720.89

Other Assets

18600 · Other Assets	240.00
Total Other Assets	240.00

TOTAL ASSETS

5,292,673.39

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable	57,926.80
Total Accounts Payable	57,926.80

Credit Cards

20500 · SPEDC Credit Card	6,256.13
Total Credit Cards	6,256.13

Other Current Liabilities

24000 · Payroll Liabilities	
24300 · Health Insurance	1,572.45
24350 · Mutual of America 403(b) W/H	2,018.63

Total 24000 · Payroll Liabilities	3,591.08
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25800 · Unearned or Deferred Revenue	532,291.65
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25820 · Security Deposit	19,600.00
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25830 · Funds Held for Others	25,000.00
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Total Other Current Liabilities	580,482.73
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Total Current Liabilities	644,665.66
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Long Term Liabilities

27100 · Notes, Mortgages, and Leases	1,300,000.00
Total Long Term Liabilities	1,300,000.00

Total Liabilities

1,944,665.66

Equity

32000 · Unallocated Net Assets	401,186.13
32100 · Operations Net Assets	2,728,984.91

32500 · Meas S Net assets	38,798.08
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Net Income	179,038.61
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Total Equity	3,348,007.73
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TOTAL LIABILITIES & EQUITY

5,292,673.39

San Pablo Economic Development Corporation
Profit & Loss Budget vs. Actual
July through November 2025

	Total Operations			
	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support	6,150.00	16,000.00	(9,850.00)	38.4%
44400 · Government Contracts	234,375.00	562,500.00	(328,125.00)	41.7%
44500 · Government Grants				
45000 · Investments	32,055.53	84,150.00	(52,094.47)	38.1%
46400 · Other Types of Income	16,452.00	27,000.00	(10,548.00)	60.9%
47200 · Program Income	69,930.31	194,000.00	(124,069.69)	36.0%
Total Income	358,962.84	883,650.00	(524,687.16)	40.6%
Gross Profit	358,962.84	883,650.00	(524,687.16)	40.6%
Expense				
60300 · Awards and Grants				
60900 · Business Expenses	3,589.65	6,250.00	(2,660.35)	57.4%
62100 · Contract Services	16,166.00	53,675.00	(37,509.00)	30.1%
62800 · Facilities and Equipment		4,000.00	(4,000.00)	
65000 · Operations	79,820.01	169,300.00	(89,479.99)	47.1%
65100 · Other Types of Insurance	12,217.80	42,995.00	(30,777.20)	28.4%
66000 · Payroll Expenses	207,206.47	528,841.00	(321,634.53)	39.2%
66500 · Benefits	41,828.62	93,100.00	(51,271.38)	44.9%
68300 · Travel and Meetings	4,251.86	8,901.00	(4,649.14)	47.8%
69000 · Operational Contingency	2,758.04	5,000.00	(2,241.96)	55.2%
69010 · Bank Service Charges	254.69			
Total Expense	368,093.14	912,062.00	(543,968.86)	40.4%
Net Ordinary Income	(9,130.30)	(28,412.00)	19,281.70	32.1%
Other Income/Expense				
Other Expense				
70100 · Depreciation & Amortization	18,696.65			
Total Other Expense	18,696.65			
Net Other Income	(18,696.65)			
Net Income	(27,826.95)	(28,412.00)	585.05	97.9%

San Pablo Economic Development Corporation
Profit & Loss Budget vs. Actual
July through November 2025

	Measure S			
	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support				
44400 · Government Contracts				
44500 · Government Grants	145,833.35	350,000.00	(204,166.65)	41.67%
45000 · Investments				
46400 · Other Types of Income				
47200 · Program Income				
Total Income	145,833.35	350,000.00	(204,166.65)	41.67%
Gross Profit	145,833.35	350,000.00	(204,166.65)	41.67%
Expense				
60300 · Awards and Grants	5,000.00	7,500.00	(2,500.00)	66.67%
60900 · Business Expenses	1,028.15	2,950.00	(1,921.85)	34.85%
62100 · Contract Services	21,065.24	142,075.00	(121,009.76)	14.83%
62800 · Facilities and Equipment				
65000 · Operations	9,957.93	28,100.00	(18,142.07)	35.44%
65100 · Other Types of Insurance				
66000 · Payroll Expenses	62,798.16	152,275.00	(89,476.84)	41.24%
66500 · Benefits	28,864.43	68,550.00	(39,685.57)	42.11%
68300 · Travel and Meetings				
69000 · Operational Contingency				
69010 · Bank Service Charges				
Total Expense	128,713.91	401,450.00	(272,736.09)	32.06%
Net Ordinary Income	17,119.44	(51,450.00)	68,569.44	(33.27%)
Other Income/Expense				
Other Expense				
70100 · Depreciation & Amortization				
Total Other Expense				
Net Other Income				
Net Income	17,119.44	(51,450.00)	68,569.44	(33.27%)

San Pablo Economic Development Corporation
Profit & Loss Budget vs. Actual
 July through November 2025

	Total Grants			
	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support	85,852.58	127,343.00	(41,490.42)	67.4%
44400 · Government Contracts	290,359.94	371,063.00	(80,703.06)	78.3%
44500 · Government Grants				
45000 · Investments				
46400 · Other Types of Income				
47200 · Program Income				
Total Income	376,212.52	498,406.00	(122,193.48)	75.5%
Gross Profit	376,212.52	498,406.00	(122,193.48)	75.5%
Expense				
60300 · Awards and Grants				
60900 · Business Expenses	7,933.89	12,266.00	(4,332.11)	64.7%
62100 · Contract Services	71,300.00	235,499.00	(164,199.00)	30.3%
62800 · Facilities and Equipment				
65000 · Operations	8,431.63	19,239.00	(10,807.37)	43.8%
65100 · Other Types of Insurance				
66000 · Payroll Expenses	77,894.48	184,704.00	(106,809.52)	42.2%
66500 · Benefits	20,906.40	46,698.00	(25,791.60)	44.8%
68300 · Travel and Meetings				
69000 · Operational Contingency				
69010 · Bank Service Charges				
Total Expense	186,466.40	498,406.00	(311,939.60)	37.4%
Net Ordinary Income	189,746.12		189,746.12	100.0%
Other Income/Expense				
Other Expense				
70100 · Depreciation & Amortization				
Total Other Expense	_____			
Net Other Income	_____			
Net Income	189,746.12		189,746.12	100.0%

San Pablo Economic Development Corporation
Profit & Loss Budget vs. Actual
July through November 2025

	TOTAL			
	Jul - Nov 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support	92,002.58	143,343.00	(51,340.42)	64.18%
44400 · Government Contracts	524,734.94	933,563.00	(408,828.06)	56.21%
44500 · Government Grants	145,833.35	350,000.00	(204,166.65)	41.67%
45000 · Investments	32,055.53	84,150.00	(52,094.47)	38.09%
46400 · Other Types of Income	16,452.00	27,000.00	(10,548.00)	60.93%
47200 · Program Income	69,930.31	194,000.00	(124,069.69)	36.05%
Total Income	881,008.71	1,732,056.00	(851,047.29)	50.87%
Gross Profit	881,008.71	1,732,056.00	(851,047.29)	50.87%
Expense				
60300 · Awards and Grants	5,000.00	7,500.00	(2,500.00)	66.67%
60900 · Business Expenses	12,551.69	21,466.00	(8,914.31)	58.47%
62100 · Contract Services	108,531.24	431,249.00	(322,717.76)	25.17%
62800 · Facilities and Equipment		4,000.00	(4,000.00)	
65000 · Operations	98,209.57	216,639.00	(118,429.43)	45.33%
65100 · Other Types of Insurance	12,217.80	42,995.00	(30,777.20)	28.42%
66000 · Payroll Expenses	347,899.11	865,820.00	(517,920.89)	40.18%
66500 · Benefits	91,599.45	208,348.00	(116,748.55)	43.97%
68300 · Travel and Meetings	4,251.86	8,901.00	(4,649.14)	47.77%
69000 · Operational Contingency	2,758.04	5,000.00	(2,241.96)	55.16%
69010 · Bank Service Charges	254.69		254.69	100.0%
Total Expense	683,273.45	1,811,918.00	(1,128,644.55)	37.71%
Net Ordinary Income	197,735.26	(79,862.00)	277,597.26	(247.6%)
Other Income/Expense				
Other Expense				
70100 · Depreciation & Amortization	18,696.65		18,696.65	100.0%
Total Other Expense	18,696.65		18,696.65	100.0%
Net Other Income	(18,696.65)		(18,696.65)	100.0%
Net Income	179,038.61	(79,862.00)	258,900.61	(224.19%)

SAN PABLO EDC BOARD REPORT



DATE: January 21, 2026

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TO: San Pablo EDC Board

FROM: Leslay Choy, Executive Director 

SUBJECT: **RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING APPLICATION TO MECHANICS BANK FOR A GRANT IN THE AMOUNT OF \$12,000 AND ACCEPTANCE OF GRANT, IF FUNDED**

RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Approve resolution

BACKGROUND

Strategy 4: Focus on the organization's fiscal sustainability and revenue diversification.

The San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) reviews and authorizes all San Pablo EDC grant applications. The Board is familiar with the organization's ongoing relationship with Mechanics Bank for the work the organization does with women- and POC-owned small businesses, as well as its work to help prepare low-to-moderate income (LMI) families reach housing stability and start building intergeneration wealth through homeownership.

In particular, Mechanics Bank engages San Pablo EDC as a Workforce Initiative Subsidy for Homeownership (WISH) matching grant first-time homebuyer program community partner. While the Bay Area housing market truly makes this a substantial challenge for LMI participants, San Pablo EDC works hard to prepare aspiring homeowners and qualify them through programs. This partnership helps fund education and events, such as webinars and housing fairs, and supports staff providing financial empowerment coaching to aspiring homeowners. San Pablo EDC has also been very successful with the Middle WISH program when offered for applicants whose gross household income is up to 140% AMI.

Mechanics Bank provides small grants to community benefit organizations like San Pablo EDC who help further the bank's goal to invest in communities by fostering local economic growth. This year, given of inflation and general costs increase, San Pablo EDC will be seeking a modest increase from \$10,000 to \$12,000.

The Board is asked to authorize application to Mechanics Bank for a grant in the amount of \$12,000 and acceptance of grant, if funded.

FISCAL IMPACT

There is no fiscal impact at this time. If the grant application were successful, fiscal impact would be \$12,000 to income budget 43405 Grants Class.

Attachments

1. Mechanics Bank Donation Application 2026

RESOLUTION SPEDC2026-001

RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING APPLICATION TO MECHANICS BANK FOR A GRANT IN THE AMOUNT OF \$12,000 AND ACCEPTANCE OF GRANT, IF FUNDED

WHEREAS, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) reviews and authorizes all San Pablo EDC grant applications; and

WHEREAS, the organization has an established relationship with Mechanics Bank for its work supporting women- and POC-owned small businesses, as well as preparing low-to-moderate income (LMI) families reach housing stability and start building intergeneration wealth through homeownership; and

WHEREAS, in particular, Mechanics Bank engages San Pablo EDC as a Workforce Initiative Subsidy for Homeownership (WISH) matching grant first-time homebuyer program community partner; and

WHEREAS, Mechanics Bank provides small grants to community benefit organizations like San Pablo EDC that help further the bank's goal to invest in communities by fostering local economic growth, and they have invited San Pablo EDC to apply for a grant; and

WHEREAS, there is no fiscal impact at this time; if the grant application were successful, fiscal impact would be up to \$12,000 to income budget 43405 Grants Class.

NOW, THEREFORE, BE IT RESOLVED by the San Pablo Economic Development Corporation Board of Directors, as follows:

- 1) Authorize application to Mechanics Bank for a grant in the amount of \$12,000 and acceptance of grant, if funded.

ADOPTED this 21st day of January, 2026, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Saeid Babay Hosseini, Board Secretary

Genoveva Calloway, Board Chair

2026 Donation Application



Application Date: [Click here to enter text.](#)

Organization Legal Name: [Click here to enter text.](#)

Organization Name: [Click here to enter text.](#)

Street Address: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State: [Click here to enter text.](#)

Zip: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Web Address: [Click here to enter text.](#)

Mission Statement/Description: [Click here to enter text.](#)

Organization Primary Contact Information:

Name: [Click here to enter text.](#)

Phone Number: [Click here to enter text.](#)

Email Address: [Click here to enter text.](#)

Is your Organization currently a Mechanics Bank Client?

Yes No

Has the organization received prior funding from Mechanics Bank?

Yes No

If yes, amount and date received: [Click here to enter text.](#)

Request Amount: \$ [Click here to enter text.](#)

Date Funding Needed: [Click here to enter text.](#)

Project/Program/Event Title: [Click here to enter text.](#)

Purpose of Request: [Click here to enter text.](#)

Tax ID Number: [Click here to enter text.](#)

CRA Qualified?** Yes No Unknown

If yes, category:

Community Services Revitalize or Stabilize Affordable Housing
 Small Business Technical Assistance Economic Development Financial Literacy

**CRA is defined as an organization who serves 50% or more low to moderate income individuals.

Current Annual Operating Budget: [Click here to enter text.](#)

How many individuals does your Organization serve each year: [Click here to enter text.](#)

Does your Organization target low to moderate income individuals? Yes* No

***If yes, what percentage of individuals served are low to moderate income:** [Click here to enter text.](#)

Name of Mechanics Bank Employee Sponsor: [Click here to enter text.](#)

Bank Employee's Involvement with the organization: [Click here to enter text.](#)

Can your organization utilize volunteer support? Yes No

If yes, please indicate what category: Community Services Revitalize or Stabilize (low/moderate income community development)
 Affordable Housing Small Business Technical Assistance Financial Literacy Economic Development (job training, resume review)

Volunteer Manager Contact information:

Name: [Click here to enter text.](#) **Phone:** [Click here to enter text.](#) **Email:** [Click here to enter text.](#)

The Bank contributes to 501(c)(3) Nonprofit organizations that operate as an equal opportunity employer, are governed by a board of directors, demonstrate fiscal and administrative stability, and address the needs of the communities we serve.

The Bank's Corporate Giving Program prioritizes organizations within the following categories:

Affordable Housing, Revitalize or Stabilize, Economic Development, Small Business Technical Assistance and Financial Literacy, Community Services

Please include the following documentation with the completed Donation Request Application:

- Proposal/Request Cover Letter on organization's letterhead**
- Copy of current IRS Letter of Determination providing the organization's Federal tax ID number**
- Completed Form W-9 – Obtain Current W-9 from IRS Website: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>**
- Event Sponsorship Package and/or budget for program, project or capital campaign (if not operating expense)**

- The undersigned certifies that they are authorized to sign and act on behalf of the applicant with respect to the application. Furthermore, the undersigned agrees on behalf of the applicant that the funds will be used for the purpose requested.**

Authorized Signer

SAN PABLO EDC BOARD REPORT



DATE: January 21, 2026

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TO: San Pablo EDC Board

FROM: Leslay Choy, Executive Director 

SUBJECT: SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS
ACKNOWLEDGEMENT OF DIRECTOR PATRICIA PONCE'S BOARD SERVICE

RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Receive and file

BACKGROUND

The San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) works in service of the San Pablo EDC and the community it serves, advocating for opportunities and furthering the organization's mission. A five-member board, two of which are nominated by the San Pablo City Council (Council), each director may serve up to three terms.

Director Patricia Ponce is a proud San Pablo EDC Board Director and sitting councilmember. A longtime resident, she is keenly aware of the factors impacting workforce, homeownership and business, notably how public schools impact long-term opportunity. She works in Contra Costa County for a company directly involved in economic development, so her understanding of the complexities of development makes her an incredibly valuable director.

Some of the greatest values Director Ponce has brought to the Board is her active connectedness, her unfailing humanity and her willingness to speak up. She was elected to the Board on February 26, 2020 and has served the organization well for three terms. As her service draws to a close, the Board would like to share some words of gratitude.

The Board is asked to open conversation with their colleague on her board service and present an acknowledgement on behalf of the Board.

FISCAL IMPACT

There is no fiscal impact.

Attachments

None.

SAN PABLO EDC BOARD REPORT



DATE: January 21, 2026

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TO: San Pablo EDC Board

FROM: Leslay Choy, Executive Director 

SUBJECT: SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS
NOMINATING AND ELECTING BOARD OFFICERS FOR 2026 TO SERVE UNTIL THE NEXT
ANNUAL BOARD MEETING

RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Nominate and elect a slate of officers in one motion

BACKGROUND

Annually, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) nominates and elects a slate of officers as outlined in the organization's bylaws Article VI.A.1.

Per Article VI.A, the officers of the Board are: Chair, Vice Chair, Treasurer and Secretary. The Board may nominate any sitting Director for any role, including the Director already occupying that role. Staff may also be nominated for the Board Secretary role. Per Article VI.A.1, "The same person may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Board Chair or the Executive Director."

Currently, the Board Chair is Genoveva Calloway, the Vice Chair is Saman Farid, the Treasurer is Kanwar Singh, and the Board Secretary is Saeid Babay Hosseini. As Director Ponce is moving off the board having fulfilled three two-year terms, she is not eligible for nomination.

While the bylaws allow the Board to determine if the term of each officer is for the calendar year, a 12-month period, or an indeterminate amount of time, staff recommends the Board nominate a slate of officers, stipulating which person for which role, for the calendar year to serve until a new slate of directors is elected in the next calendar year.

Nominations may be seconded and voted on individually, or as a single motion for a slate of officers. The board resolution will be amended based on the Board's actions at this meeting.

Brief descriptions for each officer role follow. Directors may also refer to Article VI.C.5 of the Bylaws.

Chair of Board of Directors

The Chair of the Board of Directors has an intimate understanding of the organization, its mission, strategic plan and operations. The Chair presides at board meetings if present. The Chair is authorized to execute in the name of the San Pablo EDC all contracts and other documents that have been properly approved. The Chair works with the Executive Director to develop board agendas and direct any board-level work, if needed. The Chair also formally represents the organization at events, and when needed, to the media. The Chair is charged with ensuring fellow directors exercise duty of care and loyalty.

Vice Chair of Board of Directors

The Vice Chair shall, in the absence of the Board Chair, or in the event of the Board Chair's inability or refusal to act, perform all the duties of the Board Chair, and when so acting shall have all the powers of,

and be subject to all the restrictions on, the Board Chair.

Treasurer

The Treasurer or his or her designee shall maintain adequate and correct accounts of the properties and business transactions of the San Pablo EDC, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. Such accounts shall be open to inspection by any Director at any reasonable time. The Treasurer or his or her designee shall ensure that all funds and other valuables in the name and to the credit of the San Pablo EDC are deposited and maintained in a reliable manner. The Treasurer or his or her designee shall disburse the funds of the San Pablo EDC as may be ordered by the Board, or the Executive Director.

Secretary

The Secretary or his or her designee shall maintain all records and documents of the San Pablo EDC, shall act as Secretary of all the meetings of the Board, and shall keep the minutes of all such meetings in books proposed for that purpose. If the Secretary is a Director, the Secretary may delegate portions of these responsibilities to the Executive Director; if the Secretary is not a Director, then the Secretary shall carry out these functions in conjunction with the Executive Director.

Following discussion, the Board is asked to make a single motion to (1) nominate a slate of officers specifying name and title, and (2) specify that the term of office is for calendar year 2026 until a new slate of officers is elected at the next annual board meeting. An example of the motion might be, ***"I make a motion that [Name] serve as Board Chair, [Name] serve as Vice Chair, [Name] serve as Treasurer and [Name] serve as Board Secretary until the San Pablo EDC's next annual board meeting,"*** or ***"I make a motion that all board officers remain the same until the San Pablo EDC's next annual board meeting."***

The board resolution will be updated to reflect the Board's action.

FISCAL IMPACT

There is no fiscal impact.

Attachments

None.

RESOLUTION SPEDC2026-002

RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS NOMINATING AND ELECTING BOARD OFFICERS FOR 2026 TO SERVE UNTIL THE NEXT ANNUAL BOARD MEETING

WHEREAS, annually, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) nominates and elects a slate of officers as outlined in the organization's bylaws Article VI.A.1; and

WHEREAS, per Article VI.A, the officers of the Board are: Chair, Vice Chair, Treasurer and Secretary and any sitting Director may be nominated for any role, including the Director already occupying that role; staff may also be nominated for the Board Secretary role. Per Article VI.A.1, "The same person may hold any number of offices, except that neither the Secretary nor the Treasurer may serve concurrently as the Board Chair or the Executive Director"; and

WHEREAS, currently, the Board Chair is Genoveva Calloway, the Vice Chair is Saman Farid, the Treasurer is Kanwar Singh, and the Board Secretary is Saeid Babay Hosseini; as Director Ponce is moving off the board having fulfilled three two-year terms, she is not eligible for nomination; and

WHEREAS, nominations may be seconded and voted on individually, or as a single motion for a slate of officers; and

WHEREAS, there is no fiscal impact.

NOW, THEREFORE, BE IT RESOLVED by the San Pablo Economic Development Corporation Board of Directors, as follows:

- 1) Nominate a slate of officers the following slate of offices to serve until the San Pablo EDC's next annual board meeting: [Name] as Board Chair, [Name] as Vice Chair, [Name] as Treasurer and [Name] as Board Secretary.

ADOPTED this 21st day of January, 2026, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Saeid Babay Hosseini, Board Secretary

Genoveva Calloway, Board Chair