



June 22, 2018

Nash Gonzales
Director
Planning and Building Services
501 Low Gap Road
Ukiah, CA 95482

Dear Mr. Gonzales:

Thank you in advance for your time and attention to the matter of EDFC's unpaid invoice from 6/30/2014. Below is a summary of the situation as we understand it.

EDFC sent the County of Mendocino two invoices one day apart:

- Invoice 198 for \$29,000 for Local Government Support FY 13/14 was sent on 6/30/2014
- Invoice 199 for \$29,000 for Local Government Support for FY 14/15 was sent on 7/1/2014

A payment for invoice 198 was received on 07/24/2014 for \$29,000 but no payment for Invoice 199 was ever received. As we have had a complete staff turnover since that point in time, we cannot explain why the previous staff did not pursue the invoice back in 2014/2015 or in the year following. The Board of Directors was completely unaware of the situation

After the departure of the previous executive director in March of 2017, EDFC's Board of Director appointed an Ad-Hoc Financial Committee. They have been working on cleaning up some issues with EDFC's bookkeeping procedures. After a complete review of EDFC's books and bank records and discussions with the county staff it was discovered and confirmed that there were two outstanding invoices that the county had not paid.

Invoice 209 was sent to the County on 7/1/16 for FY 15/16 was paid on 8/28/2017, but invoice 199 remained unpaid. EDFC has been trying to find out why this invoice has been ignored for almost a year and finally received an answer in May, 2018 after inquiries were made by the current Executive Director.

Former Planning and Building Services Director Steve Dunnecliff explained to us that invoice 198 and invoice 199 were sent a day apart, and because they were received at the same time and were only one number apart, and requesting the same amount, county staff assumed that these were duplicate invoices. The second invoice, 199 was discarded and invoice 198 was processed for payment.

Again, current EDFC staff cannot explain why previous EDFC staff never pursued the invoice. There was never a refusal from the county to pay for it, it was a mistake and should have been pursued in 2014.

The County has always been an important partner in the collaborative economic development partnership that is EDFC. We respectfully request that this matter be brought to the Mendocino County Board of

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Economic
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Supervisors to request full payment of the past due amount of \$29,000. Please let me know if you have any questions or concerns. I can be reached via phone at (707)234-5705 or via email at heather@edfc.org.

Thank you for your time.
Sincerely,

A handwritten signature in blue ink, appearing to read 'Heather Gurewitz', is written over the 'Sincerely,' text.

Heather Gurewitz
Executive Director