

THE MARIN WILDFIRE PREVENTION AUTHORITY
BOARD OF DIRECTORS MEETING
3:00 p.m. Thursday, May 20, 2021
Via teleconference due to Coronavirus (COVID-19)
MINUTES

1. Call to Order- President Goines called the meeting to order at 3:00 p.m.

2. Roll Call and Introductions

Directors – In Attendance: Steve Burdo (San Anselmo), Barbara Coler (Fairfax), Tom Finn (Sleepy Hollow Fire), Bruce Goines (Novato Fire), Cathryn Hilliard (Southern Marin Fire), Paul Jeschke (Muir Beach), David Kimball (Bollinas Fire District), Sashi McEntee (Mill Valley), Julie McMillan (Ross), Gabe Paulson (Larkspur), Rachel Kertz (San Rafael), Bob Ravasio (Corte Madera), Dennis Rodoni (County of Marin), Mark White (Stinson Beach), Barry Evergettis (Kentfield Fire)

Directors- Absent: Sylvan Oyserman (Marinwood), Kathryn Donohue (Inverness),

Staff in Attendance: Executive Officer Mark Brown, Planning and Program Manager Anne Crealock, Legal Counsel Megan Acevedo, Treasurer Alyssa Schiffmann

3. Agenda Adjustments

There were no adjustments.

4. Open Time for Public Expression

There were no comments.

5. Executive Officer's Report

Executive Officer Brown reported on the following: 1) Planning and Program Director Crealock's first week was very busy; 2) Fire season and fuel moisture levels update; 3) "Shout out" to the member agencies for timely submission of well-designed Work Plan project proposals- a total of 111 projects in the amount of \$18 million; 4) A Special Board meeting is scheduled for May 27th; 5) A small change in the format of the agenda; 6) Citizens' Oversight Committee (COC) continues to work on its Policies and Procedures; 7) Planning and Program Manager Crealock will be reviewing the Ecologically Sound Practices (ESP) Best Management Practices (BMP) package along with Panorama Consulting and Legal Counsel Acevedo; 8) The Advisory/Technical Committee (ATC) will be implementing the BMP's; 9) The Community Forums have been very successful and informative; 10) Staff has been conducting the GrizzlyCorp interviews; 11) The Fire Inclusion Recruitment and Education Equity Initiative, pioneered by Marin County Fire Chief Weber, is moving along with weekly meetings and a goal to implement the plan by January, 2022; 12) Staff along with Director McEntee applied to speak at the September League of California Cities Conference in September; 13) Staff is getting involved with One Tam in areas including GIS platform and information sharing; 14) "Shout out" to Marin Municipal Water District (MMWD) for its responsiveness to his request for a

list of acceptable plants; 15) Election of President and Vice President will occur at the June meeting.

Director Hilliard asked if non-elected city officials could attend the League of California Cities Conference. Executive Officer Brown stated he would find out.

President Goines opened the meeting to public comments.

Mr. Larry Minikes supported the ESP process and thanked President Goines for attending all the meetings.

President Goines closed the meeting to public comments.

6. Consent Calendar

- a. Approve April 22, 2021 Board of Director Minutes
- b. Approve Draft MWPA Communications Strategy
- c. Adopt MWPA Resolution 21-05 authorizing MWPA to apply for CAL FIRE Fire Prevention Grant

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

Director Coler noted she submitted some comments on item #b and had a question about item #c.

M/s, Rodoni/Kertz, to approve the Consent Calendar as submitted.

Ayes: All

Absent: Donohue, Oyserman
(through a roll call vote)

7. Staff Reports

- a. Finance Staff Report

MWPA Treasurer Schiffmann reported on the following: 1) Working on changes to the report; 2) At the 86% point through the Fiscal Year and Expenditures to date total 80% of budgeted; 3) No "red flags" in the budget; 4) It is anticipated that they will be under budget at year end; 5) Agency disbursements at 95%; 6) Looking for submittal of agency reports soon.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

There were no questions or comments from the Board.

8. Committee Reports

a. Operations Committee

Operations (OPS) Committee Chair Tyler reported on the following: 1) The ATC, OPS Ad Hoc Work Plan Committee, and Ad Hoc Finance Committee have completed their work and created a Draft 2021/22 Work Plan with associated costs; 2) 111 programs and projects were submitted including Core, D-space, and local with a total cost of approximately \$18.5 million; 3) The updated Work Plan is on the MWPA Website; 4) The plan will be presented to the OPS Committee tomorrow for consideration; 5) The plan is organized similar to last year's plan; 6) The focus of the review by the OPS Ad Hoc Committee was on project descriptions and CEQA information; 7) The OPS Ad Hoc Committee came up with a recommendation regarding consistent language for similar project categories; 8) They also made adjustments and re-prioritized projects for final review; 9) The plan will continue to receive public input; 10) The Board will take final action on the Work Plan at its May 27th meeting.

Director McEntee explained how to pull up the Work Plan on the MWPA Website.

President Goines asked about the decision regarding the approval process for projects subject to CEQA (pre-approval for CEQA analysis and associated funding). Executive Officer Brown summarized the process- the first step is approval as an "intended project" with 10% of project funds set aside for scoping and compliance. After that is completed it would come to the Board for approval as a project.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

b. Advisory/Technical Committee (ATC)

Advisory/Technical Committee Chair Martin reported that all the member agencies contributed to the Work Plan and he thanked all those involved.

Director McMillan noted this is a huge amount of work from so many people and she asked if there was a plan after Board approval to get the word out to the public. ATC Chair Martin stated the word will get out on social media sites. There will also be MWPA logos on the vehicles doing the d-space evaluations. Executive Officer Brown stated staff was looking at holding community forums at the beginning of the new Fiscal Year.

Director Kertz stated this is the second year of building the plan and she asked if it felt more intensive compared to the first year and if there were opportunities to streamline the process. ATC Chair Martin stated Year One was more of the local funding and Year Two was augmented with the Core funding. Year Three should be easier and more streamlined.

Executive Officer Brown stated this year was twice the amount of work than last year due to the addition of the Core Project. Many lessons were learned.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

c. FIRESafe Marin

OPS Committee member Shortall reported on the following highlights: 1) Good attendance at the monthly Webinars; 2) Three community workshops were very well attended; 3) Training for landscape professionals; 4) Home Hardening Project and development of work forces; 5) Training of d-space inspectors; 6) Re-organization of the Website; 7) Chipper Program.

Director Hilliard asked how to make an appointment for the Chipper Program. OPS Committee member Shortall stated an individual should go to Chipperday.com/marin to register.

Director Kimball referred to the d-space visits by evaluators and a resident's ability to pay for the clean-up work. OPS Committee member Shortall stated there are grant opportunities. Director Kimball asked if the evaluators could also check resident's NOAA radios. OPS Committee member Shortall stated that might not be realistic but there is a lot of information on the FIRESafe Marin Website.

Director McEntee asked if there were any constraints around homeowner association's using the Chipper Program. OPS Committee member Shortall stated "no"- individuals in an HOA complex can sign up.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

9. Action Items

a. Environmental Consulting Services Contract

Executive Officer Brown presented a staff report. He noted it was a unanimous recommendation from the Executive Committee to award the contract to Panorama Environmental.

Ms. Tanya Treis, representing Panorama Environmental, and Ms. Debbie Montana, President of Sequoia Ecological Consulting, thanked the Board for the opportunity to work with the MWPA. They discussed their experience and work in Marin County.

Director Cole was concerned about controlling costs and asked about adding a “not to exceed” clause in the contract. She was concerned about a “time and materials” contract. Executive Officer Brown stated the cost containment strategy can be internal to the MWPA with a thorough and accurate accounting.

Director Hilliard agreed with the comments made by Director Coler. She asked what amount was in the budget for environmental compliance. Executive Officer Brown stated these costs are built into each Core project at a rate of 10%. There is no separate line item. Member agencies can use the services of Panorama for the local mitigation projects.

President Goines stated there will be real time tracking of the environmental compliance costs on a project-by-project basis.

President Goines opened the meeting to public comments.

Mr. Larry Minikes, wearing his Marin Conservation “hat”, stated Panorama Environmental was involved in the MMWD Biodiversity Fire Fuels Integrated Plan. Marin Conservation was happy with the plan but concerned about the funding.

President Goines closed the meeting to public comments.

M/s, Coler/McMillan, to award the environmental consulting services contract to Panorama Environmental Inc.

Ayes: All

Absent: Donohue, Oyserman
(through a roll call vote)

b. Legislative Support Policy

Executive Officer Brown presented a staff report.

Director Coler asked if taking positions on legislation would come to the full Board and not just the Executive Committee. Executive Officer Brown stated there are some initiatives that are in alignment with the MWPA and staff could make a decision. Others would go to the Executive Committee and the full Board if necessary. Director Coler stated she disagreed with that approach.

Director Rodoni stated the President of the Board could send a letter on behalf of the MWPA depending on the legislative guidelines. The State moves quickly and the timing of these issues is crucial.

Director McEntee asked about the process for vetting and approval and she supported both Director Coler and Rodoni.

President Goines suggested that the time sensitive issues could be acted upon by the Executive Committee based on compatibility with the MWPA guiding documents. Other initiatives could be brought to the Board.

Director Kertz stated the Executive Committee could do the initial review and vetting with some issues coming to the full Board. She did not want the Board to get side tracked.

President Goines agreed that the Board could get distracted from their core mission.

President Goines opened the meeting to public comments.

There were no comments.

President Goines closed the meeting to public comments.

Director McMillan stated there would be some obvious cases where the Executive Committee could authorize the President to sign a letter. The other cases would be brought to the full Board. Director Ravasio agreed.

Director McEntee supported the Executive Committee doing the initial vetting.

Executive Officer Brown stated the policy as written gives staff the authority to work with the Board President. The discussion tonight has the Executive Committee doing the initial vetting.

M/s, Kertz/Ravasio, to approve the Legislative Support Policy with the modification that the MWPA staff may draft a letter of support for legislation or agency policy which will be reviewed by the Executive Committee.

Ayes: Burdo, Finn, Goines, Hilliard, Jeschke, Kimball, McEntee, McMillan, Paulson, Kertz, Ravasio, Rodoni, White, Evergettis

Noes: Coler

Absent: Donohue, Oyserman
(through a roll call vote)

c. Parcel Tax Levy Inflation Adjustment

Executive Officer Brown presented a staff report. Staff and the Finance Committee thought it was prudent to not increase the tax levy.

President Goines opened the meeting to public comments.

Mr. Larry Minikes stated he was concerned about the financial compounding effect.

President Goines closed the meeting to public comments.

M/s, Evergettis/Burdo, to approve Resolution No. 21-06.

Ayes: All

Absent: Donohue, Oyserman
(through a roll call vote)

10. Information Items

- a. Acknowledge April 7, 2021 Executive Committee Special Meeting Minutes
- b. Acknowledge April 8, 2021 Advisory/Technical Committee Minutes
- c. Acknowledge April 26, 2021 Advisory/Technical Committee Minutes
- d. Acknowledge April 28, 2021 Citizens' Oversight Committee Minutes
- e. Acknowledge April 29, 2021 Operations Committee Minutes

President Goines stated the Environmental Sound Practices Partnership group will be meeting tomorrow. He will be in attendance.

11. Board Members Request Future Agenda Items

President Goines stated he would like to get an update on what is happening with the ESP.

12. Adjournment- President Goines adjourned the meeting at 4:45 p.m.

Respectfully submitted,

Toni DeFrancis,
Recording Secretary