

**REGULAR MEETING of the ROSS TOWN COUNCIL**  
**THURSDAY, APRIL 14, 2022**

*Held In-Person and Teleconference*

**1. 4:45 p.m. Commencement.**

Mayor Elizabeth Robbins; Mayor Pro Tem Beach Kuhl; Council Member Elizabeth Brekhus, Council Member Bill Kircher, Jr., and Council Member Julie McMillan; Town Attorney Benjamin Stock

**2. Posting of agenda.**

Town Clerk Lopez reported that the agenda was posted according to government requirements.

**3. Open time for matters pertaining to the Closed Session items in Agenda Item 4 – None.**

**4. Closed Session.**

**a. Conference with Legal Counsel – Existing Litigation (Government Code Section 54956.9(d)(1))**

**Name of Case: (*Cohen v. Lagunitas Country Club, et al.* Marin County Superior Court Case No. CIV2103062)**

**b. Conference with Labor Negotiators**

**Town representatives: Town Manager & Mark Wilson, Burke, Williams & Sorensen, LLP**

**Employee organization: Ross Police Officers Association**

**5. 6:10 p.m. Open Session. Council will return to open session and announce actions taken, if any.**

Mayor Robbins reported there was no reportable action.

**6. Minutes – March 10, 2022, March 15, 2022**

March 10, 2022:

**Council Member McMillan moved and Mayor Pro Tem Kuhl seconded, to approve the March 10, 2022 Regular Meeting Minutes, as amended. Motion carried (5-0).**

March 15, 2022:

**Council Member McMillan moved and Mayor Pro Tem Kuhl seconded, to approve the March 10, 2022 Regular Meeting Minutes, as submitted. Motion carried (5-0).**

**7. Open Time for Public Expression – None.**

**8. Mayor's Report.**

Is there room in Ross for 111 more homes? Despite an ongoing drought and a paucity of buildable lots, Ross must comply with a state mandate to address the housing shortage by creating 111 new housing units over the next 8 years. The consequences for non-compliance with the state's

housing requirement are substantial, including steep fines, loss of grant funding eligibility and legal challenges. If housing isn't constructed, the Town's ability to regulate size and density of development will be severely restricted. New state laws have virtually eliminated local control over residential developments. Towns don't have options other than to plan for the additional housing units.

The number of housing units required, called the Regional Housing Needs Allocation (RHNA) is assigned by a government council, the Association of Bay Area Governments (ABAG). ABAG has determined that the county and Marin's cities and towns must build a combined total of 14,210 new housing units by 2031. Ross's share of 111 new housing units is a 6-fold increase over the 18 new units assigned during the previous 8-year cycle.

The Town of Ross must demonstrate that it has an adequate inventory of viable sites for the 111 new housing units, which are distributed over four affordability levels: very low, low, moderate, and above moderate income. Ross currently has 884 developed parcels but just a handful of undeveloped lots. Accessory dwelling units (small 2<sup>nd</sup> dwellings) can be included in the required 111 units. Senate Bill 9 allows some property owners to divide their lot into two parcels, with up to 3-4 units per new parcel. Rezoning in some areas within the Town might be considered to create new housing sites.

The town has hired a consultant to help identify possible housing sites and obtain certification from the state, which must occur by April 15, 2023. The next steps and a timeline will be discussed at the budget workshop on April 28. There will be multiple opportunities for community input throughout the process, including special meetings, a public hearing, an online survey, and multiple council meetings. Information about the process will be posted on the town's website.

**9. Council Committee & Liaison Reports. (5 minutes)**

Council Member McMillan reported she attended the March 23<sup>rd</sup> "Here I Am" event.

Council Member Brekhus reported on Ross Valley Fire District Board's meeting and the RFP that was distributed at the meeting. She indicated the document should be reviewed in more detail by the Council at a future meeting.

**10. Staff & Community Reports. (5 minutes)**

**a. Town Manager**

Town Manager Christa Johnson reported the Town's well contractor completed the rehabilitation of the 3 irrigation wells on the Common last week. Two pumps that were failing were also replaced. Testing shows a dramatic increase in the ability to fill the storage tanks, exceeding the production from the last time the wells were tested in 2003 by 28%. DPW will continue to monitor the performance over the summer. Interviews for a new Sergeant in the Police Department will take place next week using partners from neighboring Police Departments.

The Town Council's budget workshop will be held on Thursday, April 28<sup>th</sup> from 9am to noon. It will be held in person in the Town Council Chambers and members of the public may also participate via zoom.

## April 14, 2022 Minutes

Our most recent Age Friendly breakfast gathering was held yesterday at Crown & Crumpet and had 25 attendees. The gathering was co-sponsored by the Town of Ross and RPOA. This time we asked for an optional donation of \$10 per person, which ended up covering about two-thirds of the cost. The next event by Age Friendly, the Town, RPOA, Ross Ready, and the Marin Center for Independent Living will be on May 25<sup>th</sup> at the Marin Art & Garden Center from 9:30-11:30am. We are hoping to have around 75 attendees and pastries and coffee will be catered by Crown & Crumpet. This event will focus on disaster and emergency preparedness in the Town of Ross and identifying tools to best help the Ross community. All ages are welcome and there will be a postcard with more information going out to all Ross residents in the coming month. Ross Auxiliary invites Ross families to kick off Spring this Saturday, April 16<sup>th</sup> from 10:30-12:30pm on the Ross Common. There will be kid-centric activities and food and drink on the Ross School blacktop. RPOA's first of its 3-concert series will be held on May 14<sup>th</sup> from 5:30-8:30pm, on the Ross Common co-sponsored by the Town, the concert will be held on the outdoor Ross School stage. There will be food available both from our local restaurants in town and two food trucks. We hope you can make it!

A new Planning & Building Director, Rebecca Markwick, has been hired. Rebecca is a very qualified and has worked for the Town of Belvedere for the past 7 years. We're looking forward to working with her when she begins on May 2<sup>nd</sup>.

I'd like to take a moment to thank our Interim Planning & Building Director, David Woltering, for providing three months of his valuable service to the Town. I think we can all agree that David's deep expertise and thoughtful approach to problem solving has made significant contributions here. Thank you, David. Speaking of David, I will turn it over to him to give a brief update on the Housing Element Update project.

Interim Planning & Building Director David Woltering indicated the Housing Element is a State-required element of the Town's comprehensive planning document, its General Plan. He stated the Housing Element provides guidance for meeting the housing needs of a community and includes measures to conform with applicable State's housing laws. As part of this process, Director Woltering indicated each community is assigned through this State-mandated process a certain number of new housing units across a range of household income levels to accommodate through zoning and program provisions for the upcoming eight-year housing cycle (2023-2031). The Regional Housing Needs Allocation (RHNA) that has been assigned to the Town of Ross is 111 new housing units during this next housing cycle (6<sup>th</sup> Cycle). Director Woltering indicated the update process is very complex and that, like most communities in the State, the Town of Ross hired a professional consulting firm to work with the community to update its Housing Element. He stated the Town hired the firm of Dyett & Bhatia Urban and Regional Planners on March 10, 2022, to do this work. He stated this work effort is expected to take a year to complete and that there will be multiple opportunities for the citizens of Ross to learn about, become engaged in, and provide feedback regarding the project. Mr. Woltering indicated the project is in the launching stage and that a web page is being developed for the Town's website that will be an important portal for community members to learn about upcoming meetings, have access to answers to frequently asked questions (FAQs), review the project schedule, and read documents and information developed during this project. Director Woltering indicated over the next 7-10

days a mailer will be sent out to all addresses in the community informing community members about the project and providing a link to this important Town web page about the Housing Element Update Project. He completed his comments by indicating the next formal check-in by the project consultant with the Town Council and community will be at a special meeting of the Town Council on April 28th, at which the consultant will provide an update on recent work on the project.

**b. Ross Property Owners Association – No report.**

**11. Consent Agenda. (5 minutes)**

The following items will be considered in a single motion, unless removed from the consent agenda:

**a. Demands. (Johnson)**

**b. Town Council acceptance of the Housing Element Annual Progress Report (APR) for 2021. (Woltering)**

**c. Town Council consideration of approval to extend time limits of construction up to 90 days for construction at 3 Newell Road. (Robbe)**

Mayor Robbins asked and confirmed no Council Members or public members wished to remove any item from the Consent Agenda or had public comments.

**Council Member McMillan moved and Council Member Brekhus seconded, to approve the Consent Agenda Items a, b and c. Motion carried unanimously (5-0).**

**End of Consent Agenda.**

*The Council meeting was paused temporarily to address audio technical issues occurring and resumed once the audio was fixed.*

**12. Public Hearings on Planning Projects.**

*Public hearings are required for the following planning application. Staff anticipates that this item may be acted upon quickly with no oral staff report, Council discussion, or public comment. If discussion or public comment is requested, the Council may consider the item later in the agenda.*

**a. 30 Walnut Avenue, Design Review, Hillside Lot Permit and Variance, and Town Council consideration of adoption of Resolution No. 2244.**

Marney and Chris Solle, 30 Walnut Avenue, A.P. No. 073-71-54, Zoning: R-1:B-10 (10,000-square-foot minimum lot size); Hillside Lot, General Plan: ML (Medium Low Density), Flood Zone: X (Minimal risk area).

**Project Summary:** The applicant is requesting approval of Design Review and Hillside Lot Permit to construct new landscape structures, deck improvements, and entry features at the existing single-family residential property. These structures, improvements, and features include a new pool and spa, equipment shed, decks, patios, trellises, steps, walkways, walls and entry gates. Variances are requested to allow for the construction of new projections and landscape structures with minor setback encroachments

Matthew Weintraub, Planner, gave a summary of the staff report and overview of the request for design review, hillside lot permit and variance for 30 Walnut Avenue. The project is supported by the Advisory Design Group and an initial concern raised by an adjacent neighbor with respect to a proposed deck improvement has been addressed and mitigated, with support now from the neighbor. The project is supported by the Ivy Drive Road Association which has requested Ivy Drive not be used for construction parking or traffic. The applicant agreed not to use Ivy Drive and this will be reviewed during the building review process.

Staff recommends that the findings can be made for design review, hillside lot permit and variance per the staff report and recommends approval of Resolution No. 2244 as proposed.

Mayor Robbins opened the public comment period.

Ward Ching stated the Ivy Drive Road Association is very much in support of the project and thanked the Council and staff for acknowledging Ivy Drive will not be used for any staging or construction parking.

Tilda Thompson, 26 Walnut, referred to her letter voicing concerns with impacts of parking, construction equipment, dust and noise. She said Walnut is a very narrow street, with limited parking and use by homeowners, and she asked that these be addressed as part of the permit.

Council Member McMillan asked and confirmed Ms. Thompson's comments will be addressed in the construction management plan and that construction vehicles will be need to be considered more closely during the plan's development.

Mayor Robbins asked for a motion.

**Council Member Brekhus moved and Council Member McMillan seconded, to adopt Resolution No. 2244 approving Design Review, Hillside Lot Permit, and Variance at 30 Walnut Avenue. Motion carried unanimously (5-0).**

**End of Public Hearings on Planning Projects.**

#### **Administrative Agenda**

- 13. Presentation by Mark Brown, Executive Officer, Marin Wildfire Prevention Authority. (10 minutes)**

Mark Brown, Executive Officer, Marin Wildfire Prevention Authority (MWPA), gave a presentation on the greater Ross Valley shaded fuel break which is a follow-up of a community-wide meeting held on March 10<sup>th</sup> and provided a background on MWPA, described stakeholders involved, a systems approach strategy with reduced risks to homes, home hardening grants for residents, improving evacuation routes, improving notification systems, reducing wildfire fuels on the community edge and overall forest health.

Mr. Brown then spoke about the approach and expectations from the shaded fuel break, presented and described the details of the break, project objectives, use of scientific modeling, the comprehensive environmental process, areas covered under the fuel break, and coordination with MMWD relating to the scope of project and their properties.

Council Member Brekhus asked if entities like MMWD that are not part of the Town's lands are paying for the work, stating that when the voters approved the tax certain entities did not join. Mr. Brown confirmed that MWPA will pay contractors of these public agencies to do the work and they would seek a cost sharing arrangement to ensure the work gets done.

Mr. Brown then displayed and described the project description and features of the project of what will be 38 miles and 200 feet wide or 1,379 acres, with removal of dead and dying fuels and invasive non-native species prone to fire spread. He noted some locations will go up to 300 feet depending on fire modeling, displayed boundaries of Ross and surrounding areas, and provided an explanation of reasons for removal versus non-removal of certain vegetation.

Lastly, they are looking to go to the Marin County Board of Supervisors for the MWPA on May 19<sup>th</sup> to approve and implement in late June/August. They will spend \$243,000 for the scoping and environmental compliance and have applied for a \$3.5 million grant to be spent over 2 ½ years from Cal Fire. They estimate \$1 to \$1.5 million from WMPA funds annually to fund this project.

Council Member Brekhus asked and confirmed various contractors will be doing the work such as private tree companies, the Marin County Fire Department TAM crews, their Fire Foundry crews and AmeriCorps for a mix of public and private entities.

Council Member McMillan asked about what occurred with the Caldor fire in Tahoe, and Mr. Brown described efforts in fighting the fire, which had been treated before-hand with a break and, luckily, Pollock Pines was saved given their shaded fuel break.

Mr. Brown then spoke about insurance cancellations and non-renewals, work to partner with insurance companies and discuss how they can combine MWPA's inspection program, a certificate that confirms residents have taken action, a promise from companies to not cancel or non-renew, as well as incentives to residents for a return on their investments. Wildfire Partners in Boulder, Colorado has established a model they are following and early indications are that it has been well-received. Currently, insurance companies are indicating they want to provide their own inspections and was happy to report that defensible space inspections in Ross should start on April 18<sup>th</sup>.

Mayor Pro Tem Kuhl said if someone has been inspected once he asked if a further inspection could occur. Mr. Brown said yes, they are striving to inspect every residence in the County once every two to three years; however, this may increase in frequency given compliance is usually reached through follow-up inspections.

Mayor Robbins opened the public comment period, and there were no speakers.

**14. Town Council discussion and approval of a Memorandum of Understanding between Marin County Flood Control and Water Conservation District and the Town of Ross for maintenance and construction responsibilities for the Corte Madera Creek Flood Risk management Project.**

Rich Simonitch, Public Works Director, gave a PowerPoint presentation and overview of the Council's consideration of approval of an MOU between Marin County Flood Control and Water Conservation District (MCFCWCD) and the Town of Ross's portion of the Corte Madera Creek Flood Risk Management project. He then provided a background of the Town's review, removal of the fish ladder, provision for a transition, and approval of the Phase 1 design review. He described project benefits, annual report requirements, maintenance and repair by Ross for 10 years after completion of construction, and mutual indemnification provisions.

Regarding next steps, Mr. Simonitch said if the MOU is approved final MOU documents will be taken to the Flood Control District Board for their approval with the 100% drawings and then forwarded to the Town Manager for signature. The 100% of plans will then be reviewed by the Public Works Department plan review consultants, followed by building permit issuance and an encroachment permit agreement.

In addition, review and acceptance of real estate property appraisals to record temporary construction easements over the Town properties will allow the Flood Control District contractor access and staging during construction, and this will be returned to Council for consideration. He then concluded his presentation and provided staff's recommendations.

Council Member McMillan said she has heard work will not take place for at least one year and asked why the document needs to get done right now. Mr. Simonitch said they want to start the reviewing consideration process and said there is no reason not to bring it forward for review. Alternatively, the Council can continue the item but nothing will change from the current 60% level drawings.

Council Member Kircher referred to the draft MOU and Section 6 on liability and indemnification. It refers to any act or omission of the district or its employees, subgrantees or agents, and asked for the definition of a sub-grantee.

Town Attorney Ben Stock said he would have to ask the District given it is their language but would imagine it is whoever is working under the grant under the District.

## April 14, 2022 Minutes

Council Member Kircher said it seems that something could occur in the design and construction phase, but it is not clear to him that this would cover the situation because he assumes the District would use contractors and outside entities to do the design work and construction. He asked if there is an indemnification provision for the Town by the District if there is a defect or problem that manifests itself later.

Mr. Simonitch said he believes an example of a subgrantee might be where the Town hires a tree contractor after construction is completed to remove trees upstream and possibly by removal of a tree it causes another tree to become loose during a storm. Latent defects in construction are also an issue and they did get the 10-year repair and maintenance agreement which is 5 years more than San Anselmo was given for their creek park project. The Town would have to rely on the indemnities in the design review process and in the MOU, and the recommendations of staff and the attorney indicates they are in good shape to move forward.

Council Member Brekhus read the Google definition of a sub-grantee into the record.

Council Member Kircher said he wondered if it would cover something that manifested itself 15 years later.

Mr. Stock noted staff did make a few edits to this agreement that were approved by the district and that made it clear the Town is relying on the district's hydrologists and expertise. There is also the resolution for design review which is a more blanket indemnity.

Mayor Robbins said there is always the possibility of a flood, and Mr. Stock said they had a robust conversation with County Counsel's office, and this is the extent they are willing to indemnify the Town for this project, given the Town requested the project.

Mayor Pro Tem Kuhl asked if it was true that if a problem were to occur the Town would still have non-contractual indemnity, and Mr. Stock confirmed.

- Council member Kircher said by spelling out the indemnity provisions they would preclude non-contractual liability. Mr. Stock said if the Town is sued for inverse, they always have the right, despite the indemnity clause, to sue for contribution and equitable indemnity.

Council Member Brekhus said she spoke with Mr. Stock about this and proposed modifications that are incorporated. She asked if there was anything that says the Town waives its right to any claims against contractors for construction defects. Mr. Stock said he would have to research whether they have those rights directly to the contractor for that because it is not the Town's project.

Mayor Robbins opened the public comment period, and there were no speakers.

Mayor Robbins asked for a motion.



**Council Member Brekhus moved and Mayor Pro Tem Kuhl seconded, to approve a Memorandum of Understanding between Marin County Flood Control and Water Conservation District and the Town of Ross for maintenance and construction responsibilities for the Corte Madera Creek Flood Risk management Project. Motion carried unanimously (5-0).**

**15. Town Council consideration and approval of the preferred payment method and rate for public use of Electric Vehicle Charging Stations at Ross Post Office parking lot.**

Rich Simonitch, Public Works Director, said before the Council is consideration of the preferred payment method and rate for public EV stations at the Ross Post Office. He displayed a photo of the charging stations, spoke about pricing policies and Cloud services of ChargePoint, flexible methods of setting up a pricing policy, and said most common is to pay by the kilowatt hours or minutes with flexibility for peak and non-peak hours and by season, considering voltage at the stations, and noted that parking fees can also be applied after charging is complete. He found that many agencies in Marin County are charging extremely low rates and are not getting good cost recovery on their meters.

He then described staff's work in assessing what the Town current pays from the PG&E meter, consideration of peak and off-peak times, Cloud service and maintenance costs, capital recovery, out of pocket expenses, and ChargePoint's collection of 10% of all session fees. Initially, the Town would need to charge \$.37/kw hour, and this would be monitored and refined over time to determine actual use. Also, the required accessible space EV station will typically experience a lot less use and will require more subsidy because it is not as well used.

Staff's recommendation is for the Town Council to approve staff's recommendation of charging by kilowatt hour at the rate of \$.30/kw hour to EV users at the Ross Post Office and delegate the responsibility for all future EV charging station pricing and payment policy decisions to the Town Manager.

Council Members questioned the time it would take to fully charge a vehicle, examples of home charging versus station charging, commercial charges which are 40 amps versus 15 amp home chargers, length of time vehicles sit charging at the EV spaces, confirmation on the number of regular and ADA spaces, the Town's current parking ordinance which should be brought back for amendment, EV parking signs which state "EV Parking Only", and staff's recommendation to determine use over time and make any adjustments as necessary by providing an update of what is seen as far as use, parking and comments from the public.

Mayor Robbins opened the public comment period, and there were no speakers.

**Council Member Brekhus moved and Council Member Kircher seconded, to approve the preferred payment method by kilowatt hour, the rate of \$.30/kw for public use of Electric Vehicle Charging Stations at Ross Post Office parking lot, and delegating authority to the Town Manager for future adjustments. Motion carried unanimously (5-0).**

**BREAK**

Mayor Robbins called for a 5-minute break and thereafter reconvened the regular meeting.

**16. Town Council review and direction to staff on a proposed Request for Proposals (RFP) for Consultant Services for the Preparation of a Town Facilities Master Plan.**

David Woltering, Interim Planning & Building Director, gave the staff report, initially referencing prior studies the Town had prepared related to its municipal facilities and emergency services. These studies included an historic resource evaluation prepared in 2016, a facility replacement program and budget study in 2020, and a property condition assessment prepared and reviewed in 2020. Mr. Woltering indicated the studies collectively noted deficiencies in the municipal facilities and support preparation of an overall Master Plan for facility replacement and modernization.

Mr. Woltering indicated staff has prepared a Request for Proposals (RFP) for consultant services to prepare a Town Facilities Master Plan, and that the RFP is before the Council with this agenda item for Council's review and direction. He described the tasks to be undertaken as contained in the RFP. Mr. Woltering suggested the Council review the RFP, indicate edits, as necessary, and provide direction in terms of timing for moving forward for consultant services to prepare the Town's Facilities Master Plan.

Mr. Woltering then described the two parcels associated with the proposed Master Plan area: the first parcel being the location of Town Hall and Public Safety building which measures 2.33 acres in size, and the second parcel located across Lagunitas Road which measures 33,400 square feet that is currently vacant and known as Kittle Park. Mr. Woltering indicated staff is suggesting the master planning effort be in two phases: Phase 1, which is associated with this current RFP, would include evaluating the municipal and emergency service functions and related services to be included in the area and their appropriate grouping and locations within buildings and the circulation and parking in support of these functions, services, and building locations. He indicated that staff is recommending three alternatives be developed for discussion and evaluation in terms of efficiencies, initial environmental and community impacts, and cost estimates, with significant community engagement, leading to a clearly defined preferred alternative. Phase 2, involving a subsequent RFP, would involve developing detailed architectural drawings and improvement plans, based on the selected preferred alternative from Phase 1, preparation of the required full California Environmental Quality Act (CEQA) evaluation, design review, construction and bid documents, leading to phased construction of the new and modernized municipal and emergency services facilities. Mr. Woltering indicated the preferred alternative resulting from Phase 1 could be used as a basis for determining financing options for later project implementation. He further clarified that, based on prior discussions of the Town Council, it had been determined that the current Fire Department function with fire suppression apparatus and engines would not be located within the Master Plan area, but located elsewhere but nearby in Marin County. He stated, however, that paramedic services and functions would continue to be located at and offered from within the Master Plan area.

Council Member McMillan questioned and confirmed with Mr. Woltering that prior master planning studies and resource information would be considered as part of the Phase 1 he described. The Council Member further confirmed with Mr. Woltering this Phase 1 effort would

involve a robust public engagement process to determine the detailed, well defined preferred alternative for moving forward with Phase 2.

Mayor Robbins asked and confirmed that further work is needed to determine specific building locations, parking, circulation, grouping of functions, environmental impacts, cost comparisons, efficiencies, community space, etc. and that the selected consultant would be evaluating these under the three different alternatives to determine pros and cons. That analysis and community discussion would lead to identifying a preferred alternative for moving with Phase 2 of the overall work effort.

Council Member McMillan asked if the master plan would be helpful to go to voters to request a parcel tax approval or a bond approval for financing development of the ultimate project? She said they did not have a master plan with Ross School Measure C which was defeated.

Mr. Woltering said the master plan would help in terms of providing a clear definition of the project and provide opportunities for public engagement which could be helpful in seeking financing for the implementation of the project.

Council Member McMillan asked, given all the planned public outreach options, including workshops, for the current Housing Element Update project, how would staff envision public outreach for this Town Facilities Master Plan effort happening, either overlapping or after the Housing Element engagement.

Mr. Woltering said there would likely be some overlap and staff will need to look at staffing and Council capacity to ensure focus can be dedicated to the Housing Element Update as well as this process, so it likewise gets due consideration.

Town Manager Johnson stated engagement for this process could build from the engagement of the Housing Element Update, but she emphasized the Housing Element needs to be the priority for staff and Council, given HCD's deadline.

Council Members then discussed the estimated one-year timeframe needed to complete the Master Plan, based on the tasks described in the RFP, concluding that some of this work could be done in parallel with the Housing Element Update.

Mayor Robbins opened the public comment period, and there were no speakers.

Mr. Woltering confirmed there was no formal action required by the Council other than providing comments or edits regarding the RFP and an indication to staff if the Council is ready to have the RFP disseminated. After sending out the RFP and then receiving proposals, staff would return to the Council with a recommendation on consultant selection.

Council Member McMillan spoke of the need to move forward given the current condition of facilities; was happy the Kittle Park parcel is included in the RFP; and commented that the Council may want to consider housing the Ross Historical Society in the new facilities.

There was Council consensus for staff to move forward with sending out the RFP, as prepared.

**17. Town Council consideration of appointing Council liaison to the Transportation Authority of Marin Safe Routes to School Task Force for the Ross School District.**

Mayor Pro Tem Kuhl said he has spoken with Wendy Kallins of TAM regarding her letter and believes the Town is being asked to: 1) appoint a representative to a Countywide organization dealing with safe routes to school issues; and 2) form a task force with regard to the issue of safe routes to school for the Ross School District. He voiced general opposition to forming a task force, as the Town's streets are in excellent shape and the Town is in the process of two projects to improve school safety, which he described.

Council Members questioned whether there were benefits in forming a task force and assigning a Council liaison and Town staff, cited a safe routes group had existed at Ross School and questioned whether Ross would be eligible for grant funding without such a task force.

Mr. Simonitch spoke of the grant for the Laurel Grove Safe Routes Pathways project wherein TAM indicated Ross was not on the Safe Routes to School Task Force. He quickly got the grant in and received award, but had missed out on some of the planning and vetting processes of the various projects happening throughout the agency so he felt there are some beneficial elements of having a task force.

Town Manager Johnson added that she and Mr. Simonitch held a Zoom meeting with Ms. Kallins who is TAM's Safe Routes to School Coordinator. Every other County school district has a task force and TAM clearly wants participation, whether just staff or also a Council liaison.

Council Member McMillan volunteered to serve as liaison and determine if there are benefits the Town would achieve as a result. She noted the Laurel Grove Safe Routes needs to continue to Makin Grade and she cited speeding along Sir Francis Drake. While the Town's roads are good they may not be necessarily safe so to the extent the Town can enhance safety, they should try it.

Mayor Pro Tem Kuhl said Council Member McMillan will serve as Council liaison but there are many more people to be involved that are required such as Mr. Simonitch, Chief Pata, and school officials.

Town Manager Johnson voiced concerns with added staff participation as she was assured by Ms. Kallins this is completely TAM-initiated, TAM staffed, and TAM noticed. She confirmed meetings would occur two to three times a year via Zoom and recommended the Town participate with one Council Member, a member of the Police Department and Mr. Simonitch.

Council Member discussion ensued regarding Ross School and Branson School involvement in the task force, clarification needed from TAM, and Mr. Simonitch said the school districts cannot apply for capital project grants so this is the reason why they are asking the Town to pursue grants and include them in the task force.

Mayor Robbins opened the public comment period, and there were no speakers.

**There was Council consensus for Council Member McMillan to be the Council liaison to the Transportation Authority of Marin Safe Routes to School Task Force.**

**18. Town Manager COVID update and Council discussion on Town activities in response to COVID.**

Town Manager Johnson said she had no update.

**End of Administrative Agenda.**

**19. No Action Items: (Mayor, 5 minutes)**

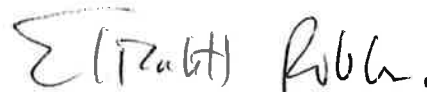
**a. Council correspondence – None.**

**b. Future Council items**

1. Council Member Brekhus requested with Mayor Robbins supporting to agendize the Ross Valley Fire District Board options. Council Member Brekhus confirmed with Town Manager Johnson that she will forward the draft RFP Fire Board document to Council Members for information and the Council can hold a discussion and provide input at their April 28<sup>th</sup> special meeting.
2. Council Member McMillan requested with Council Member Kircher supporting to bring back the EV parking update as an ordinance amendment to enforce parking.
3. Mayor Robbins requested with Council Member Brekhus supporting to continue with the hybrid meeting option, and remotely, as needed. Mr. Stock said the Council can call in as needed as long as the agenda indicates the teleconference location and posted within 72 hours wherever the Council Member is participating from.
4. Council Member Kircher requested with Mayor Pro Tem Kuhl supporting to agendize in June the matter of the utility poles along Sir Francis Drake Boulevard and Lagunitas that are leaning and to authorize the Mayor to send a letter to PG&E asking that the poles be addressed. Mr. Simonitch stated he will contact PG&E North Bay representative Mark Van Gorder to attend the meeting and hear concerns.

**20. Adjournment.**

Mayor Robbins adjourned the meeting at 9:00 p.m.



Elizabeth Robbins, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Linda Lopez, Town Clerk