

From: Robert Herbst <rherbst@jhsproperties.net>

Sent: Tuesday, May 5, 2026 9:45 AM

To: Julie McMillan <jmcmillan@townofrossca.gov>; Teri Dowling <tdowling@townofrossca.gov>; Elizabeth Robbins <erobbins@townofrossca.gov>; Mathew Salter <msalter@townofrossca.gov>; C. William Kircher <cwkircher@townofrossca.gov>

Cc: Christa Johnson <cjohnson@townofrossca.gov>; Jeff Kuhn <jskuhn@mac.com>

Subject: Fw: [EXTERNAL] [POTENTIAL SPOOFED SENDER] Special Meetings

Dear Mayor & Councilmembers,

Jeff Kuhn requested on behalf of the ad hoc advisory group that we send you the following recommended Town Council resolutions for your Special Meeting tomorrow:

1. Confirm new direction with Gensler concept & amend facilities master plan with this option instead of B
2. Appoint a subcommittee to appoint an architect
3. Immediately authorize up to \$100,000 in total spending for as built drawings, site survey, structural assessment, and historic building code review, all of which will be necessary to complete schematic architectural design. For the sake of expediency, TC specifically authorizes the Town Manager to execute contracts for this work under Ross Municipal Code Section 2.38.040(b) — Purchase procedures (Professional services exemption)
4. Appoint ad hoc advisory committee to fill role of unpaid Owner's Representative, with the following duties/responsibilities:
 - Obtain price quotes for work in item 3 above, and make hiring recommendations
 - Draft RFP for schematic design work: [📄 Ross Community & Town Center_Schematic Draft 1.docx](#)
 - Review RFP responses and provide hiring recommendation to TC subcommittee
 - Work directly with Town staff to develop opportunities/constraints analysis of site and program, as it relates to new plan.
 - Develop cost estimate for project
 - Lead public relations campaign to support bond measure
 - Raise private donations to support project
 - Assess financial options to restart fire service at Ross firehouse

- Provide monthly progress report to TC, to be included in Ross Report to residents

Best,

Bob Herbst
JHS Properties
415-472-7700

From: Daniel Winey <dan.winey@gmail.com>
Sent: Thursday, April 30, 2026 3:42 PM
To: Robert Herbst <rherbst@jhsproperties.net>
Cc: Jeff Kuhn <jskuhn@mac.com>; Dan Winey <dwiney@icloud.com>; Edward Dong <ed@koardevelopment.com>; Joey Buckingham <joey@josefabuckingham.com>; Bill Poland <bpoland@baywestgroup.net>; Tom Gaffney <tegaffney1@gmail.com>; Jeff Koblick <jeffkoblick@icloud.com>
Subject: Re: Special Meetings

Hi Bob.

Sure, here is the list that we gave Council last night, I am sure there are a few more items:

§Develop an **amended master plan** based upon this idea.

§A **site survey**-including existing buildings, topography, major trees, and property lines.

§**As-built drawings** of existing Town Hall and public services building.

§**Limited exploration** of the existing structure to better understand its condition.

§Select an architect to **develop schematic drawings**, with department heads to refine the program, detailed floor plans, exterior elevations, sections and outline specifications sufficient for a detailed cost estimate.

§Select a consultant for a **historic and environmental** review-not removing a registered historic structure should help expedite the process. We should get special consideration for retaining the integrity of the original design and adaptive reuse.

I will pull together a scope for schematics, and will send it to everyone.

BTW, the list of architects that submitted RFQ's is really quite good, a number of top firms would like to work on the project.

Thanks,

Dan

On Thu, Apr 30, 2026 at 3:16 PM Robert Herbst <rherbst@jhsproperties.net> wrote:

Elizabeth wants to call a Special Council Meeting ASAP so Council can take action on our plan (see procedures below).

She asked us to send our requested action items to the Town Council directly, and to request a Special Meeting to have them heard and passed. My sense is that Julie is not ready yet to adopt our Master Plan (but let's ask anyway), but there did seem clear consensus to hire architect and to spend money on AS IS, survey, etc. I think we also need to have them appoint us as the official project task force to assist staff and advise Council. I can write something up.

Dan,

Can you put together a scope of services for schematic design only?

Let's try to fine tune the list and then finalize at our Tuesday morning meeting.

Thanks,

Bob

Sent from my iPhone

Begin forwarded message:

From: Elizabeth Robbins <eliz.robbins@gmail.com>

Date: April 30, 2026 at 2:49:58 PM PDT

To: Robert Herbst <rherbst@jhsproperties.net>

Subject: Special Meetings

A special meeting can be held anytime and only needs a 24 hour notice.

Per the Town's Procedures Manual:

Special Meetings and Emergency Meetings.

Special meetings and emergency meetings of the Town Council may be called by the Mayor or majority of the Town Council and held from time to time consistent with and pursuant to the procedures set forth in the Ralph M. Brown Act. Any special meeting called pursuant to this

section shall not be scheduled unless a majority of the Town Council has confirmed their availability.