

MINUTES OF SPECIAL MEETING OF
BOARD OF DIRECTORS
OF THE
SLEEPY HOLLOW FIRE PROTECTION DISTRICT

June 21, 2019

A duly noticed Special Meeting of the Board of Directors of the Sleepy Hollow Fire Protection District was convened at 5:00 p.m. on June 21, 2019 at 1317 Butterfield Road, San Anselmo, California. A quorum was achieved by the presence of each of the Directors of the District, namely, Richard Shortall, Thomas Finn, and Sharon Adams. Richard Shortall, as President, presided as Chairman and called the meeting to order. Thomas Finn, as Secretary, recorded the proceedings.

Public Discussion

Resident Jan Blackford stated that in connection with the Community Center project, the Sleepy Hollow Homes Association (SHHA) and the Sleepy Hollow Charitable Foundation (SHCF) have made changes to the proposed design so as to reduce costs but without a reduction in benefits to the community. She expressed the willingness of the SHHA and SHCF to work with the District's Designated Negotiator in this regard.

Chairman Shortall noted that a presentation of the revised design is currently available on the SHHA website.

Consent Agenda

The Minutes of the Board's November 17, 2018 Special Meeting and May 7, 2019 Regular Meeting were unanimously approved.

Chairman Shortall reminded the meeting that the Minutes are a record of the proceedings as they occurred for the Board's convenience, and that materials submitted post-meeting by Board members or members of the public are not included in the Minutes.

Financial and Operations Reports

Chairman Shortall reviewed in detail the mid-year budget spreadsheet and recommended that certain revisions be made to the budget going forward to provide for certain fiscal year-end (FYE) income and expense items that historically arrive late and thus necessitate subsequent corresponding changes to the budget.

Resident Luke Argilla asked about the projected \$150,000 increase in the District's reserves for the FYE2019 when the increase currently shown is \$96,000. President Shortall stated that this was based on customary projections of late arriving items and information, and is subject to the auditors' review.

Luke Argilla also asked about the segregation of the District's reserves by account categories. President Shortall stated that the segregations are designations only and, in fact, the reserves are held in a single account. He then reviewed the purpose and operation of each reserve account.

The Board unanimously approved the proposed revisions to the FY2018-19 budget as presented.

For FY2019-20, President Shortall reviewed in detail the projected income and expenses. He noted that the growth in property tax income is slowing (it was 4.3% in FY2018-19) and therefore a conservative 4% growth projection was used for FY2019-20. He also noted the inadvertent omission of the District's recent fire engine loan to the Ross Valley Fire Dept. (RVFD) of \$735,000 at 5% interest, which should, and will be, reflected in the projected reserves.

Chairman Shortall next described the current Memorandum of Understanding between the District and San Domenico School that includes the District's reimbursement of 50% of certain District-approved expenses incurred by San Domenico in connection with its ongoing wildfire hazard mitigation projects. Chairman Shortall also noted that San Domenico may be designated as an "Area of Refuge" at some future date and that he would discuss this designation if and when it occurs.

The Board unanimously approved the proposed FY2019-20 budget as presented.

Ross Valley Paramedic Authority Matters

Director Finn explained the genesis and need for annual affirmation of the RVPA parcel tax rates and presented to the meeting a Resolution accomplishing the same. The Board unanimously adopted Resolution No. 2019-3 in support of the RVPA tax rate for FY2019-20

Firewise® Community Matters

Chairman Shortall reviewed the District's progress in FY2018-19 on various wildfire mitigation and other projects, including the District's use of goats and sheep to reduce the fuel load. He also mentioned the disappointing results of the public warning system tests held earlier and anticipated that such a system might not be ready for implementation until the manufacturer makes certain performance improvements.

Resident Rolf Selving asked about reduction of the fuel load on the median strip on Martling Road. He noted that the County Public Works Dept. (DPW) mower only reaches approximately halfway across the median. Chairman Shortall confirmed that DPW is responsible for the mowing of the median and that the use of goats there was not feasible. Director Adams mentioned that the Marin County Open Space District shares such responsibility in certain locations. Chairman Shortall stated that DPW bears responsibility for all such rights-of-way.

Director Finn reported on the District fire pumps program's maintenance schedule and latest update. He also expressed interest in the possibility of organizing a "bamboo only" collection and/or chipper event.

Director Shortall mentioned the Civil Grand Jury's efforts to encourage the formation of a Countywide Wildfire Prevention Joint Powers Authority and said he would monitor the initiative's progress.

Director Shortall announced the results of the District's home inspection program and thanked the Marin County fire Dept. for its support of the program.

Designated Negotiator Appointment

The Board unanimously approved the appointment of Chairman Shortall as the District's Designated Negotiator for purposes of the Community Center rebuild project.

Closed Session

The Meeting was then adjourned to Closed Session regarding the Community Center rebuild project and the District's prospective Lease of space in the facility.

Re-Convene from Closed Session

President Shortall reconvened the Meeting at 6:05 p.m. and announced that the Board had, in the Closed Session just concluded, taken no publicly reportable action, including no decision as to the District's possible participation in or transaction with respect to the Project. He stated that direction has been given by the Board to the Designated Negotiator to prepare a report to the Board and to the public on a potential lease transaction in connection with the Project. He stated that any future consideration of the foregoing will follow the District's established public process for taking any such action.

Adjournment

Since there was no further business to come before the Meeting, upon motion made and seconded, the Meeting was adjourned at 6:15 p.m.

Thomas J. Finn, Secretary