



**Staff Report**

**Date:** May 6, 2024  
**To:** Mayor Kircher and Councilmembers  
**From:** Christa Johnson, Town Manager  
**Subject:** Town Council Appointments to Council Committees for FY 2024-25

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**Recommendation**

It is recommended that the Town Council make appointments to Town Council committees for Fiscal Year 2024-2025.

**Background and Discussion**

This item was continued from the April 25, 2024 special Town Council meeting. Each year, the Town Council reviews and updates its committee assignments list for the new fiscal year. The attached list shows current Town of Ross committees and the primary and alternate assignments. Highlighted positions require Town Council consideration. Information is also provided below to assist the Town Council in its appointment process.

At its April 25, 2024 special meeting, the Ross Town Council approved the appointment of Teri Dowling to the Transportation Authority of Marin (TAM) Board of Commissioners, with Mathew Salter as the alternate.

**Town Council Subcommittees**

Community Protection

Meetings are scheduled as needed.

Finance

Meetings are scheduled as needed.

General Government

Meetings are scheduled as needed.

Public Works

Meetings are scheduled as needed.

## **Other Boards/Committees Requiring a Ross Councilmember**

### **Association of Bay Area Governments (ABAG)**

Meetings are scheduled quarterly in San Francisco starting at 10:30am with a business meeting. Lunch is served with a presentation and networking following. Many people leave after the business meeting unless the presentation is controversial. Meetings can run until 3:00pm.

### **Marin Clean Energy Board of Directors (MCE)**

Meetings are scheduled monthly on the third Thursday in San Rafael starting at 6:30pm with dinner. Meetings can run until 8:30pm or 9:00pm. Sometimes meetings are “released” (canceled).

### **Marin Wildfire Prevention JPA Board of Directors**

Meetings are scheduled monthly on the third Thursday in San Rafael starting at 3:00pm. Meetings run until 5:00pm. Zoom is available. Meetings can be offsite (vegetation management project locations throughout Marin). Prep and follow up time can be up to 15 hours per week.

### **MCCMC MarinCAN (new committee, successor of Drawdown Marin)**

Meetings are scheduled monthly on the second Wednesday at the Marin Clean Energy Office in San Rafael or via Zoom starting at 4:00pm. Meetings usually run until 6:00pm.

### **MCCMC Legislative Committee**

Meetings are scheduled every other month on the fourth Monday at San Rafael City Hall starting at 8:00am. Meetings usually run for one hour. Next meeting is scheduled for May 27.

### **MCCMC Climate Action Committee**

Meetings are scheduled monthly via Zoom for one hour. Meetings are currently on hold as the group does not have a chair.

### **MCCMC City/County Services Committee**

Meetings are no longer being held.

### **MCCMC Homeless Committee**

Meetings are scheduled monthly on the second Thursday starting at 6:00pm. Meetings usually run 1-1/2 hours and are currently held via Zoom.

### **Ross Valley Fire Department Board of Directors**

Meetings are scheduled monthly on the second Wednesday at Town Hall in San Anselmo at 6:30pm. Meetings can run until 9:30pm and are available on Zoom. Prep work can range from 30 minutes to a few hours.

### **Ross Valley Paramedic Authority Board of Directors**

Meetings are scheduled quarterly, plus May on the first Thursday in Corte Madera starting at 6:30pm. Meetings usually run 1-2 hours. Prep work can range from 30 minutes to a few hours.

Safe Routes to School Task Force

Meetings are scheduled quarterly, during the daytime, via Zoom and can run 1-1/2 hours.

Transportation Authority of Marin (TAM) Board of Commissioners

Meetings are scheduled monthly on the fourth Thursday at the Marin Supervisors chambers at 4:00pm for the TAM Countywide Transportation Plan (CTP) Board Workshop and 6:30pm for the Board of Commissioners. Meetings usually run 2-3 hours.

**Committees that do not require a Councilmember**

Ross Ready (formerly DISCO)

Gil Fleitas currently represents the Town Council on this committee.

Flood Zone 9 Advisory Committee

The Town Council's current representative, Chris Martin, has expressed interest in continuing in this role. See attached correspondence from Mr. Martin. The Committee meets irregularly, typically quarterly.

Marin County Commission on Aging

Teri Dowling currently represents the Town Council on this commission. Diane Doodha has expressed interest in the appointment.

Meetings are scheduled monthly on the second Monday in San Rafael with a presentation at 1:30pm and the business meeting at 2:35pm. Meetings can last up to three hours. Depending on the committee assignment, prep work and follow up can range from one to 20 hours.

Marin Emergency Radio Authority (MERA)

The Town Council's current representative, Tom Gaffney, has expressed interest in continuing in this role. See attached correspondence from Mr. Gaffney.

Marin/Sonoma Mosquito and Vector Control District Board of Directors

Meetings are scheduled monthly on the second Wednesday at the district office in Cotati at 7:00pm. Meetings can be 2 hours on average and are held in person and on Zoom. See attached letter. The Town Council is not required to appoint a representative to this board. The Town's representative, Monique Predovich resigned. The term is 2 or 4 years.

Hazardous & Solid Waste JPA Board of Directors

Town Manager Christa Johnson represents the Town on the JPA Board.

**Town Council Liaisons**

Leadership Council

Meetings are scheduled 3-4 times per year at different locations at different times depending on the availability of participants.

Ross Property Owners' Association (RPOA)

Meetings are scheduled monthly usually on the Monday before the Ross Town Council meeting in Ross Town Hall starting at 7:00pm. A short report on what the town is up to is expected. Meetings usually run 2-3 hours.

**Attachments**

- Draft Town Council Committee Assignments for FY 2024-25
- Email from Tom Gaffney, current MERA representative
- Letter from Dawn Williams of Marin/Sonoma Mosquito & Vector Control District
- Email from Chris Martin, current Flood Zone 9 Advisory Committee representative



# Ross Town Council Committee Assignments FY 2024 - 2025

## TOWN COUNCIL SUBCOMMITTEES

**Community Protection** Julie McMillan, Chair  
Emergency Preparedness **Elizabeth Brekhus**  
Police & Fire Organization

**Finance** **Elizabeth Brekhus**, Chair  
Budget Julie McMillan

**General Government** Elizabeth Robbins, Chair  
Council Policies **Beach Kuhl**

**Public Works** Bill Kircher, Chair  
Parks, Trees **Elizabeth Brekhus**  
Town Facilities

## OTHER BOARDS/COMMITTEES REQUIRING A ROSS COUNCILMEMBER

Association of Bay Area Governments (ABAG)  
Bill Kircher  
Alternate – Christa Johnson

Marin Clean Energy Board of Directors Bill Kircher  
Alternate – Elizabeth Robbins

Marin Wildfire Prevention JPA Board of Directors  
Julie McMillan  
Alternate – **Elizabeth Brekhus**

MCCMC Legislative Committee Bill Kircher  
Alternate – **Beach Kuhl**

MCCMC MarinCAN (successor of Drawdown Marin)  
Alternate – Julie McMillan

MCCMC Climate Action Committee Julie McMillan  
Alternate – Bill Kircher

MCCMC City/County Services Committee  
Elizabeth Robbins

MCCMC Homeless Committee **Beach Kuhl**  
Alternate- Julie McMillan

## OTHER BOARDS/COMMITTEES REQUIRING A ROSS COUNCILMEMBER (cont'd)

Ross Valley Fire Department Board of Directors  
**Elizabeth Brekhus**  
Elizabeth Robbins  
Alternate: Bill Kircher

Ross Valley Paramedic Authority Board of Directors  
Elizabeth Robbins  
Alternate – **Elizabeth Brekhus**

Safe Routes to School Task Force J. McMillan

Transportation Authority of Marin Board of  
Commissioners Teri Dowling  
Alternate – Mathew Salter  
(inc. Sustainable Communities)

## COMMITTEES THAT DO NOT REQUIRE A ROSS COUNCIL MEMBER

Ross Ready (*formerly DISCO*) Gil Fleitas

Flood Zone 9 Advisory Committee Chris Martin

Marin County Commission on Aging  
**Teri Dowling**

Marin Emergency Radio Authority (MERA)  
Tom Gaffney

Marin/Sonoma Mosquito and Vector Control District  
Board of Directors **Monique Predovich**

Hazardous & Solid Waste JPA Board of Directors  
Christa Johnson  
Alternate – Planning & Building Director

## TOWN COUNCIL LIAISONS

Leadership Council **Elizabeth Brekhus**

Ross Property Owner’s Association (RPOA)  
**Beach Kuhl**

**From:** [Christa Johnson - Town Manager](#)  
**To:** [Tom Gaffney](#)  
**Cc:** [Cyndie Martel](#)  
**Subject:** RE: MERA  
**Date:** Thursday, April 18, 2024 8:33:35 AM

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Thanks Tom! And thanks for the update. I'll give this email to the Council as part of the agenda packet for this item on the April 25<sup>th</sup> council meeting.

*Christa Johnson*  
Town Manager, Town of Ross  
PO Box 320  
Ross, CA 94957-0320  
415-453-1453 x107  
[cjohnson@townofross.org](mailto:cjohnson@townofross.org)

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**From:** Tom Gaffney <tegaffney1@gmail.com>  
**Sent:** Wednesday, April 17, 2024 8:06 PM  
**To:** Christa Johnson - Town Manager <cjohnson@townofross.org>  
**Subject:** Re: MERA

Hi Christa,  
Yes, I would like to continue with MERA. We sold \$5.8 million of bonds a week ago (at an average of 2.87%) to make final payments on the Next Gen project. Bonds will be repaid from funding already in place. Construction of the project is complete. Relatively soon we will begin transitioning to the new system. I'm on the MERA Finance Committee. We're in good financial shape and rated AA+.  
Thanks,  
Tom

On Wed, Apr 17, 2024 at 12:39 PM Christa Johnson - Town Manager <[cjohnson@townofross.org](mailto:cjohnson@townofross.org)> wrote:

Hi Tom,

Thanks for all the work you do representing the Town on this committee. The council is going to be reviewing their appointments during their special meeting on April 25<sup>th</sup> at 9am. Can I tell them you are interested in continuing your service?

Thank you, Christa

*Christa Johnson*  
Town Manager, Town of Ross  
PO Box 320  
Ross, CA 94957-0320  
415-453-1453 x107  
[cjohnson@townofross.org](mailto:cjohnson@townofross.org)



April 17, 2024

595 Helman Lane  
Cotati, CA 94931  
707.285.2200  
707.285.2210 fax

[www.msosquito.org](http://www.msosquito.org)

Peter Bonkrude  
*District Manager*

BOARD OF TRUSTEES

Carol Pigoni,  
President  
*Cloverdale*

David Witt,  
1<sup>st</sup> Vice President  
*Mill Valley*

Diana Rich,  
2<sup>nd</sup> Vice President  
*Sebastopol*

Cathy Benediktsson  
Secretary  
*Tiburon*

Bruce Ackerman  
*Fairfax*

Gail Bloom  
*Larkspur*

Tamara Davis  
*Sonoma County At Large*

Laurie Gallian  
*Sonoma*

Rika Gopinath  
*San Rafael*

Susan Harvey  
*Cotati*

Susan Hootkins  
*Petaluma*

Evan Kubota  
*Windsor*

Alison Marquiss  
*Corte Madera*

Shaun McCaffery  
*Healdsburg*

Vicki Nichols  
*Sausalito*

Herb Rowland Jr.  
*Novato*

Ed Schulze  
*Marin County At Large*

Richard Snyder  
*Belvedere*

Dear Town Clerk:

Currently, the Town of Ross does not have a representative on our District's Board of Trustees. While it is not mandated that you appoint a representative to our Board {California Health and Safety Code, Division 3, Chapter 1, Article 3, Section 2022 (d)}, it is the intent of the Legislature that persons appointed to Boards of Trustees have experience, training, and education in fields that will assist in the governance of the District.

The following information is sent to assist your elected officials in the appointment process. California Health and Safety Code:

**Section 2022 (a)** *Each person appointed by a board of supervisors to be a member of a board of trustees shall be a voter in that county and a resident of that portion of the county that is within the district.*

**Section 2024 (a)** *The term of office for a member of the board of trustees shall be for a term of two (2) or four (4) years at the discretion of the appointing authority.*

**Section 2023 (c)** *At the first meeting of the initial board of trustees, the trustees shall classify themselves by lot into two classes, as nearly equal as possible. The term of office of the class having the greater number shall expire at noon on the first Monday in January that is closest to the second year from the appointments made pursuant to Section 2021. The term of office of the class having the lesser number shall expire at noon on the first Monday in January that is closest to the first year from the appointments made pursuant to Section 2021.*

Please feel free to contact me if you have any questions (707) 230-5394. Thank you for your prompt consideration of this matter.

Respectfully,  
Dawn Williams  
Administrative Technician (Confidential)

## Cyndie Martel

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**From:** Christa Johnson - Town Manager  
**Sent:** Monday, April 22, 2024 10:23 AM  
**To:** Cyndie Martel  
**Subject:** Fwd: Flood Zone 9

This just came in. Please add this to revised report.  
Sent from my iPhone

Begin forwarded message:

**From:** Christopher Martin <rosscitizen@gmail.com>  
**Date:** April 22, 2024 at 9:57:10 AM PDT  
**To:** Christa Johnson - Town Manager <cjohnson@townofross.org>  
**Subject: Flood Zone 9**

Hello Christa,

I would like to continue representing the Town of Ross on the Flood Zone 9 Advisory Board. The flood fee for Flood Zone 9 sunsets in 2027. I believe my experience as an active member of the Zone 9 Advisory Board and past Chair is an indispensable asset as we approach the sunset of funding and determine future approaches to reduce flooding risk in Ross Valley.

Best,

Chris