



Wildfire Prevention Assessment District  
Citizen's Advisory Committee Meeting Minutes



Thursday, June 20<sup>th</sup>, 2013

Meeting called to order by the Chair Bob Sieben at 7pm

Board Members present: Bob Sieben, Barbara Goldenberg, Dinah Benson, Diane Hill, and Nick Luby.

Board members not present: Donald Mitchell and Lars Breyer

- 1) Open Public Forum-Richard Kaufmann Friends of Sausal Creek.
- 2) Monthly Financial Report received as presented by Pauline Feng OFD Finance.
  - a. WPAD Proposed Budget approved by City Council.
  - b. Presented Revenue and Financial Report.
  - c. Noted that \$147,000 additional expenditure will accrue between now and closing of the books within Vegetation Management.
- 3) Chief Reed Presented:
  - a. We have job classification for a Project Manager II
  - b. There is a requisition and then we can hire the Project Manager II
  - c. The position salary range will be from \$116,000 to \$143,000
  - d. Chief commented that City administrators Office had been too swamped with City Budget to address WPAD Delinquent Accounts Process questions.
  - e. Fire inspections delayed due to data entry forms problem would be resolved within a week and that inspections would resume.
- 4) Minutes- Dinah Benson moved and Barbara Goldenberg seconded the approval of the 5.16.2013 Minutes. This passed unanimously.
- 5) Chairs Report:
  - a. July 2<sup>nd</sup> City Council meeting should approve Doug Wong as the At-Large appointment to the WPAD Board.
  - b. FEMA process update and that we may hear as early as end of July 2013.
  - c. July Meeting-Reminded the Board that it had approved cancelling the July Meeting
- 6) Ad hoc Committee on Education and Outreach-
  - a. Sue Piper spoke about 1<sup>st</sup> postcard of the 3 mailed.
  - b. Reviewed Open House Calendar and staff mentioned that this would be on the website.
  - c. Sue mentioned that the WPAD website was nearly finished and should be updated shortly.
- 7) Staff Report- Kim Catano OFD presented:
  - a. Signage updated Board that Public Works would replace the manual Fire Danger Signs within the month of July as the budget for that had been approved.
  - b. Electronic signage was still on hold and would be until passage of the renewal of the WPAD due to on-going maintenance costs. No action to date.
  - c. Skyline Median Project updates- Needed \$1,640.00 for scoping effort for the overall \$178,000 budgeted project (\$5640.00 is part of report by Cheryl Miller and is already allocated). Dinah Benson moved to allocate the \$1,640 for scoping efforts and this was

seconded by Nick Luby. It passed unanimously. Dinah further moved based on input from Staff to allocate an amount of not to exceed \$172,000 not to exceed for next year's budget and Diane Hill seconded and this passed unanimously.

- 8) Strategy on presentation to regional insurance agents and outreach to their association was discussed. To be on future agenda as well.
- 9) Review of Future Agenda Items- Invite Mark Morodomi to the August Meeting on legal requirements and conflicts of interest, review progress of WPAD goals, discuss possible changes in Vegetation Management methodologies and policies, discuss guidelines and practices for matching grants/incentives for private property.

Meeting adjourned at 8:43pm.