

**CALIFORNIA EARTHQUAKE AUTHORITY
CALIFORNIA RESIDENTIAL MITIGATION PROGRAM
GOVERNING BOARD MEETING
MINUTES**

**Tuesday, February 9, 2016
1:00 p.m.**

Location: California Earthquake Authority
801 K Street, Suite 1000
Sacramento, California

Members of the California Residential Mitigation Program (CRMP) Governing Board in attendance:

Mitch Ziemer, Chair, Insurance Director, California Earthquake Authority
Christina Curry, Vice Chair, Deputy Director, California Governor's Office of Emergency Services
Dan Dyce, Consultant, California Earthquake Authority

Members of the CRMP Staff in attendance:

Janiele Maffei, Executive Director
Bill Donovan, Counsel
Sheri Aguirre, Managing Director
Tim Richison, Treasurer

1. Call to order and member roll call.

Mr. Ziemer called the meeting to order at 1:00 p.m. A quorum was established.

2. Consideration and approval of the minutes of the December 1, 2015, CRMP Governing Board Meeting.

MOTION: Ms. Curry moved approval of the December 1, 2015 meeting minutes as presented. Mr. Dyce seconded. Motion carried unanimously.

3. CRMP Executive Director Janiele Maffei will present her executive report.

Ms. Maffei presented her report on the CEA mitigation activities. She described the following CEA projects:

- ATC 110 – Prestandard. Prescriptive plans are being developed for houses with cripple walls, living spaces over garages, and hillside locations.

- South Napa Research Phase 2 – CRMP is on track to begin Phase 2 with Federal Emergency Management Agency (FEMA) P-50 trained home inspectors and homeowner interviews.
- FEMA P-50 training for home inspectors – Four additional training sessions will be held in 2016.
- End to End Mitigation – a website will be built to house mitigation activity information for all stakeholders. The website will be separate from the CEA, CRMP, and EBB websites.

4. CRMP Treasurer Tim Richison will present a financial report.

Mr. Richison presented and discussed the financial report for the year-to-date ended November 30, 2016.

5. Mr. Richison will present for approval an updated Expenditure Procedures Policy.

Mr. Richison presented and discussed the proposed Expenditure Procedures Manual updates. Mr. Richison highlighted key components:

- Add signing authority for the managing director
- Add procedures for handling personal identifiable information
- Clarify staff titles
- Add authorization matrix

Mr. Ziemer suggested clarifying the signature authorizations in footnote 1 to the authorization matrix and Mr. Richison said he would do so.

MOTION: Mr. Dyce moved approval of the revised Expenditure Procedures Manual as so amended. Ms. Curry seconded. Motion carried unanimously.

6. CRMP Managing Director Sheri Aguirre will present an update on the Earthquake Brace + Bolt (EBB) program.

Ms. Aguirre provided the Governing Board with an update on the 2015 EBB program. She reported that 476 retrofits have been completed and that building permits are outstanding for 107 additional retrofits. Ms. Aguirre asked Ms. Maffei to discuss the 2015 EBB program special inspection procedures. Ms. Maffei explained that Twining Inc., CRMP's special inspection services contractor, conducted 21 inspections (three in each of seven cities) of EBB retrofits and provided CRMP with a detailed report on each house inspected. No significant problems were reported.

Ms. Aguirre discussed the 2016 EBB program, which is funded in part by the State of California through the Department of Insurance. She described the homeowner registration process currently underway that is targeting 1,600 retrofits, press coverage, and homeowner and contractor outreach. She also described the Napa EBB program due to launch later in February that is targeting 100 retrofits. Napa EBB is funded in part by FEMA's Hazard Mitigation Grant Program, which is administered by Cal OES

Mr. Donovan stated that the CRMP staff has been complimented by Cal OES and FEMA for careful attention to the requirements of the FEMA grant.

Mr. Ziemer asked if contractors advertise the EBB program. Ms. Aguirre stated that contractors are provided materials to promote the program.

Ms. Curry asked if the 2016 EBB program is on track. Ms. Aguirre stated that it is on track; the plan is to invite 3,200 homeowners into the program to net the 1,600 homeowners that staff estimates will complete the program.

Ms. Curry asked if there were plans to do performance testing on past EBB work. Ms. Maffei stated that the EBB program rules give CRMP the right to inspect the seismic-retrofit work performed on any home in the program.

7. Ms. Aguirre will present for approval revised Program Rules that include water heater strapping.

Ms. Aguirre presented and discussed proposed updates to the EBB rules that include a requirement for water heater strapping and a requirement that homeowners provide CRMP with building permit information sooner than previously required.

MOTION: Ms. Curry moved approval of the proposed updates to the Program Rules as presented to this meeting. Mr. Dyce seconded. Motion carried unanimously.

8. Ms. Aguirre will present for approval revised Program Rules for the Napa program funded by FEMA's Hazard Mitigation Grant Program.

Ms. Aguirre presented and discussed proposed revisions to the EBB rules for the Napa EBB program.

Mr. Dyce asked if there are many historic houses in the Napa area. Ms. Aguirre stated that is not yet known.

MOTION: Mr. Dyce moved approval of the proposed Program Rules for the Napa EBB program. Ms. Curry seconded. Motion carried unanimously.

9. Ms. Aguirre will present for approval proposed resolutions authorizing the Program Rules to be updated by staff and also addressing environmental law matters.

Ms. Aguirre asked Mr. Donovan to address this agenda item. Mr. Donovan presented and discussed the proposed resolution to authorize management to update and correct CRMP's program rules and the terms of use and privacy policy for the program websites and the CRMP website in between Governing Board meetings. A discussion ensued and the proposed resolution was modified to read as follows:

RESOLVED, that the Rules for Participation in the Earthquake Brace + Bolt Program and the Rules for Participation in the Earthquake Brace + Bolt Program in Napa as approved by the Governing Board and the Terms of Use and Privacy Policy for the program websites and the CRMP website as approved by the Governing Board may be updated and corrected by the Executive Director and the Managing Director and each of them in order to resolve ambiguities or correct errors or to reflect changes in applicable law.

MOTION: Mr. Dyce moved approval of the above resolution. Ms. Curry seconded. Motion carried unanimously.

It was agreed that staff would report any such updates and corrections at the Governing Board meeting following the updates and corrections.

Mr. Donovan presented and discussed the proposed resolution addressing environmental law matters. The proposed resolution read as follows:

RESOLVED, that the activities funded by the Earthquake Brace + Bolt Program and the Earthquake Brace + Bolt Program in Napa do not and will not cause a physical change in the environment and that those activities have not, do not, and will not constitute a project within the meaning of Section 21065 of the California Environmental Quality Act.

MOTION: Mr. Dyce moved approval of the above resolution . Ms. Curry seconded. Motion carried unanimously.

10. Public comment on items that do not appear on this agenda and public requests that those matters be placed on a future agenda.

There were no questions or comments from the public.

11. Adjournment.

Mr. Ziemer adjourned the meeting at 2:03 p.m.