



MWPA EXECUTIVE COMMITTEE MEETING AGENDA

Thursday November 5th,
2020 10:00 a.m.

<https://zoom.us/j/99385985130>

Or Telephone:

669-900-6833

Meeting ID: 993 385 5130

For those joining by phone use: *9 to "raise your hand" and *6 to mute/unmute

ATTENTION: This will be a virtual meeting of the Board of Directors of the Marin Wildfire Prevention Authority pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting, but any interested member of the public can participate telephonically by utilizing the dial-in information printed on this agenda. If any member of the public has a request for a reasonable modification or accommodation for accessing this meeting due to a disability, she/he/they should contact Mark Brown at mbrown@marinwildfire.org

1. Call to order.

2. Roll Call.

Bruce Goines
Dennis Rodoni
Sashi McEntee
Julie McMillan
Gary Phillips

AGENDAS & STAFF REPORTS ON-LINE www.marinwildfire.org

3. Agenda Adjustments.

4. Open time for public expression. *The public is welcome to address the Board of Directors at this time on matters not on the agenda that are within the jurisdiction of the Board. Please be advised that pursuant to Government Code Section 54954.2, the Board is not permitted to discuss or take action on any matter not on the agenda. Comments may be no longer than three minutes and should be respectful to the community. **Please silence your cell phones during the meeting / mute your microphone when not reporting out.***

5. MWPA Regular Board Meeting Agenda Planning for November 19, 2020.

Recommendation: That the Executive Committee review and provide direction regarding the draft agenda for the MWPA Regular Board Meeting of Thursday November 19, 2020.

[MWPA Board Agenda 11.19.2020 - Draft copy](#)

6. Low-Income Senior Tax Exemption Appeals Process.

Recommendation: That the Executive Committee receive a staff report regarding the proposed appeals process for the Low-Income Senior Exemption and provide direction to staff.

[MWPA Low Income Senior Exemption Appeals Proposal](#)

7. Update on Environmental Compliance Guidance from Remy Moose Manley LLP and Discuss Next Steps.

Recommendation: That the Executive Committee receive a verbal report regarding the environmental compliance process and consider appointing an ad hoc subcommittee to revise the request for proposals for environmental consulting services.

8. Updated Executive Committee Duties and Responsibilities.

Recommendation: That the Executive Committee identify the duties and responsibilities for the Executive Committee and provide direction and priority setting to staff for development of the policies and procedures.

[MWPA Exec Comm Duties 11.5.2020](#)

9. Update on Organization Structure and Staffing Options.

Recommendation: That the Executive Committee and Executive Officer discuss and consider the structure of the MWPA organization and staffing, and to provide direction to the Executive Officer.

10. Potential transition to Action Minutes for MWPA Meetings

Recommendation: That the Executive Committee receive a verbal report regarding the transition to Action Minutes and provide direction to staff.

11. Information Items.

12. Board Members Request Future Agenda Items.

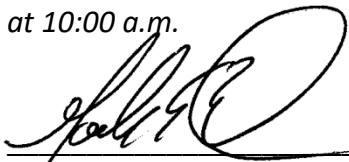
13. Adjourn.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the MWPA at 415-539-MWPA (6972). Notification at least 48 hours prior to the meeting will enable the Agency to make reasonable accommodation to help insure accessibility to this meeting.

*Any writings or documents provided to a majority of the Board of Directors regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at 28 Liberty Ship Way, Suite 2800, Sausalito CA 94965. *Note as of 4/30/20 offices are closed to the public. Therefore, documents will be made available upon request and will be available online at www.marinwildfire.org*

Notice is hereby given that the Board of Directors may discuss and/or take action on any or all of the items listed on this agenda. If any of these matters above are challenged in Court, you may be limited to raising only those issues you or someone else raised at any public hearing described on this agenda, or in written correspondence delivered at, or prior to, this Council meeting. Judicial review of an administrative decision of the Board of Directors must be filed with the Court not later than the 90th day following the date of the Board meeting decision (Code of Civil Procedure Section 1094.6)

I certify that this agenda was posted on the Public Notice Bulletin Board on or before Monday, November 2, 2020 at 10:00 a.m.



Mark Brown, Executive Officer



MWPA BOARD OF DIRECTORS AGENDA

Thursday November 19, 2020

3:00 pm

<https://zoom.us/j/93068198420>

Or Telephone:

669-900-6833

Meeting ID: 930 6819 8420

For those joining by phone use: *9 to "raise your hand" and *6 to mute/unmute

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1. Call to order.

2. Roll Call.

David Kimball
Sashi McEntee
Gary Phillips
Gabe Paulson
Dennis Rodoni
Kathryn Donohue

Barry Evergettis
Bill Shea
Leighton Hills
Bruce Goines
Tom Finn
Cathryn Hilliard

Mark White
Bob Ravasio
Barbara Coler
Julie McMillan
Steve Burdo

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5. Executive Officer's Report – Verbal Report.

Information Only, such as information about Marin/Statewide Wildfire Status Update, Executive and Finance Committee Updates and Action Minutes

6. Consent Calendar.

The opportunity for public comment on consent agenda items will occur prior to the Board's discussion of the consent agenda. The Committee may approve the entire consent agenda with one action. In the alternative, items on the consent agenda may be removed by any Committee or staff member, for separate discussion and vote.

- a. Acknowledge September 24, 2020 Operations Committee minutes.
- b. Approve October 15, 2020 MWPA Board of Directors Meeting minutes.
- c. Acknowledge October 20, 2020 Finance Committee Meeting minutes.
- d. Accept agreement with Remy Moose Manley, LLP for specialized legal services.

7. Low Income Senior Tax Exemption Appeals Process.

Recommendation: Authorize a Low-Income Senior Exemption Appeals Process and Establish an ad hoc subcommittee of the Board of Directors to consider Appeals.

8. Update on Environmental Compliance and Request for Proposals for Environmental Consultant Services.

Recommendation: Review recommendations related to environmental compliance based on guidance from Remy Moose Manley LLP, consider revisions to request for proposals (RFP) for environmental consultant services and authorize staff to issue the RFP.

9. Update on Organization Structure and Staffing Options.

Recommendation: That the Board and Executive Officer discuss and consider the structure of the MWPA organization and staffing, and to provide direction to the Executive Officer.

10. Update on MWPA Administrative and Financial Business Plan through December 31, 2020.

Recommendation: Review and approve the Administrative and Financial Business Plan for MWPA through December 31, 2020, and consider next steps in the Administrative and Financial for the period between January 1, 2021 through June 30, 2021 .

11. Committee Reports.

- a. Operations Committee Update – Report.
- b. FIRESafe Marin Program of Work and Projects Update – Report.
- c. Evacuation Route Study – Report.

12. Information Items.

13. Board Members Request Future Agenda Items.

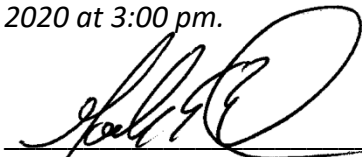
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I certify that this agenda was posted on the Public Notice Bulletin Board on or before Monday, November 16, 2020 at 3:00 pm.



Mark Brown, Executive Officer

MARIN WILDFIRE PREVENTION AUTHORITY

STAFF REPORT

For the Executive Committee Meeting on November 5, 2020

To: Marin Wildfire Prevention Authority Executive Committee
From: Mark Brown, Executive Officer
Subject: Low-Income Senior Exemption Appeals Process

RECOMMENDATION:

Recommend that the Board authorize a Low-Income Senior Exemption appeals process and the establishment of an ad hoc Appeals Subcommittee of the Board of Directors.

BACKGROUND:

An important aspect of the Measure C campaign, which created the funding source for the Marin Wildfire Prevention Authority (MWPA), was the inclusion of a Low-Income Senior Exemption. After the passage of Measure C, much effort went into identifying the property owners who met the definition of senior citizen. In late May and early June, the attached flyer was sent to 27,605 homeowners over 65 years old. As specified in the Ordinance adopted by Measure M, and stated on the flyer and MWPA website, applications for exemptions were due by June 30, 2020. In total, 2,122 exemptions were requested and 1,937 were granted. Most of the denials were due to improper documentation. NBS Customer Care, MWPA's contractor administering the Low-Income Senior Exemption, reached out to each of the applicants to regarding the deficiencies.

Following receipt of the Marin County tax bills in October, MWPA through NBS have received calls from residents inquiring about why they were not notified of the exemption and requesting information about an appeals process. To date, NBS has logged 124 calls relating to the MWPA Low-Income Senior Tax Exemption. There were 43 calls that did not provide enough information to confirm if they were on the mailing list (basic complaints without providing details). Of the 124 calls, 60 of the callers were on the mailing list and 21 callers were not on the mailing list (however they may have provided inaccurate information). Unfortunately, the location and demographics of the callers were not captured; therefore, MWPA is unable to determine the size of their dwelling or whether they would have been approved for an exemption.

During the October 15, 2020, MWPA Board of Directors meeting, the Board indicated its support for establishing an appeals process for the Low-Income Senior Exemption and directed staff to bring a proposal forward for the Board's consideration.

ANALYSIS:

Staff has explored the options for an appeals process through the County of Marin Tax Assessor and/or the Department of Finance. Neither of these County departments process such appeals. Rather, it is the taxing authority's responsibility to create and manage its own process.

Staff reached out to other local agencies to identify best practices for such a process and based on those discussions, staff recommends the following appeals process and parameters:

- Any low-income senior taxpayer may appeal to the MWPA to seek a determination on the eligibility of a parcel(s) for exemption.
- Appeals must be submitted in writing to the MWPA at 28 Liberty Ship Way, Suite 2800, Sausalito, CA. 94965, no later than January 31, 2021.
- Appeals must include the following documentation to support the claimed exemption:
 - a copy of the Marin County Secured Tax Statement for July 1, 2020-July 30, 2021 ("2020-21 Property Tax Bill"), showing the MWPA tax amount (all other tax amounts may be redacted),
 - proof of income, such as the previous year's tax return, and
 - proof of age, such as a copy of a driver's license.
- Appeals will only be considered for property owners who demonstrate eligibility for the MWPA's Low-Income Senior Tax Exemption for the 2020-21 Property Tax Bill.
- The appeal will be heard by a subcommittee of the MWPA Board of Directors. The Board subcommittee may seek the advice of staff and/or legal consultants as needed.
- Appellants who are found to be eligible for the Low-Income Senior Exemption will be reimbursed for the full amount of the MWPA Tax shown on the 2020-21 Property Tax Bill.

Staff seeks the Executive Committee's input on the recommended Appeals process and parameters. In addition, staff respectfully requests that the Committee provide a recommendation that the Board of Directors adopt the appeals process and establish an Appeals Subcommittee of the Board. One of the issues remaining for the Board to consider if it wishes to have a continuing appeal process beyond the FY2021, or if this is a one-year process.

FISCAL IMPACT:

Due to the lack of demographic information collected, the following assumptions have been made to analyze the fiscal impact (in order to predict on the higher end):

- All callers met the criteria for the Low-Income Senior Tax Exemption
- Average of 2,000 square feet per dwelling.

With these assumptions, the fiscal impact would be a return of \$24,800 for the current fiscal year.

ENVIRONMENTAL REVIEW:

The Board's consideration of the low-income senior exemption appeal process is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Respectfully submitted,

Mark Brown, Executive Officer

MARIN WILDFIRE PREVENTION AUTHORITY

STAFF REPORT

For the Executive Committee Meeting of November 5, 2020

To: Marin Wildfire Prevention Authority Executive Committee Members
From: Mark Brown, Executive Officer
Subject: Updated Executive Committee Duties and Responsibilities

RECOMMENDATION:

That the MWPA Executive Committee members accept the Executive Committee Duties and Responsibilities outlined below and provide direction and priority setting to staff for development of the policies and procedures.

BACKGROUND:

The Executive Committee's makeup and basic structure is described in Article V, Section 5 of the ByLaws. The general purpose of the Executive Committee is to advise the Board and plan Board activities.

At its meeting of October 5, 2020, the Executive Committee reviewed and suggested revisions to the proposed draft of the Executive Committee Duties and Responsibilities. Staff made the requested changes and they are reflected below. Staff asks the Executive Committee to accept these Duties and Responsibilities and discuss priorities for the Committee going forward.

Executive Committee

Common Responsibilities

An Executive Committee of the Board of Directors generally has special responsibilities and authorities above all committees. If authorized by the Board, the Executive Committee can act on behalf of the full Board. Its main purpose is to facilitate decision making between the Board meetings, and if necessary, to act in urgent or crisis circumstances. The Executive Committee acts as the communications link between the Board and the Executive Officer. The Executive Committee may conduct the Executive Officer's performance evaluation based on a set format and criteria established by the Board.

While the basic function of the Executive Committee is defined in the ByLaws, the more detailed role of the Executive Committee should be defined by the Board of Directors. The Executive Committee is always accountable to the full Board, and even if granted special

responsibilities and duties, the full Board should confirm any decisions made by the Executive Committee at its next meeting. And finally, the Executive Committee needs to commit to serving as the efficiency partner to the full Board and to commit to keep the Board fully apprised of the intent underlying its actions.

Meeting Parameters

The MWPA's Executive Committee should plan to meet no less than six (6) times a year for the first two years to establish its structural foundation and to set its functionality. Members of the MWPA Board of Directors may attend Executive Committee meetings as members of the public if so desired.

Duties and Responsibilities

Staff recommends that the MWPA Executive Committee members discuss and identify Executive Committees responsibilities in priority order, and some of the duties could include the following:

- Monitor, advise and coordinate effort of all the Board's standing, ad hoc and advisory committees.
- Work with the President and Executive Officer to prepare the Board Agendas and assist with editing and advising on the content of the agenda packets.
- Work with the President, the Executive Officer and other committees to advise and comment upon the development of the organizations' in areas such as:
 - Communications;
 - Outreach;
 - Innovation;
 - Inclusion;
 - Environmental Review;
 - Information Technology;
 - Grant Preparation and Applications
 - Data Collection, Analysis and Dissemination; and
 - General reporting of accomplishments, activities and plans for the future.
- The information gathering, analysis and drafting of such policies and procedures could be delegated to other Board committees for the Executive Committee's review and consideration.
- Handle certain repetitive and standard financial and legal matters that do not require the full Board's attention.
- Test controversial and innovative ideas and suggestions.
- Study, evaluate and recommend consideration of future important issues facing the Board and the service area.
- Work with the President and the Executive Officer to develop the short, medium- and long-term strategic plan for the organization and coordinate team- and trust-building among all members of the Board and the community.

FISCAL IMPACT

None known at present.

ENVIRONMENTAL REVIEW:

The Board's consideration of Executive Committee duties and responsibilities is not a "project" under the California Environmental Quality Act, because it does not involve an activity which has the potential to cause a direct or reasonably foreseeable indirect physical change in the environment. (Cal. Pub. Res. Code § 21065).

Respectfully submitted,

Mark Brown
Executive Officer