



MWPA FINANCE COMMITTEE MID-YEAR REVIEW AGENDA

Tuesday, November 17, 2020

2:00 pm

<https://zoom.us/j/96454570267>

Or Telephone:

+1 669 900 6833

Meeting ID: 980 1630 2493

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 Finance Committee 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

Jason Weber

David Kimball

Dan Schwarz

Cathryn Hilliard

Tom Finn

Gary Phillips

3. Agenda Adjustments.

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4. Open time for public expression. *The public is welcome to address the Finance Committee at this time on matters not on the agenda that are within the jurisdiction of the Committee. Please be advised that pursuant to Government Code Section 54954.2, the Committee 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. Review of Mid-Year Budget Status.

Recommendation: That the Committee review the mid-year budget reports and make recommendations to the Executive Officer and Treasurer for any needed budget adjustments.

[11-16-20 MWPA Budget Report](#)

6. Information Items.

7. Committee Members Request Future Agenda Items.

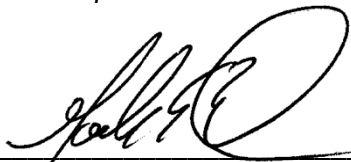
8. Adjourn.

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 Committee Members 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 Committee Members 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 Committee Members must be filed with the Court not later than the 90th day following the date of the Committee 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 Friday, October 16, 2020 at 2:00 pm.



Mark Brown, Executive Officer

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Marin Wildfire Prevention Authority

FY21 Budget Report

	38%	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
4000 - Measure C		0	19,325,698	(19,325,698)	0%
Total Revenue		<u>0</u>	<u>19,325,698</u>	<u>(19,325,698)</u>	<u>0%</u>
Expenditures					
6000 - Defensible Space Program		0	3,865,140	(3,865,140)	0%
6100 - Envrnmtl. Compliance/Monitoring		0	150,000	(150,000)	0%
6150 - Evacuation Study		0	1,000,000	(1,000,000)	0%
6200 - Financial & Admin Services		0	100,000	(100,000)	0%
6250 - FSM Chipper Program		388,917.41	500,000	(111,083)	78%
6300 - FSM NOAA Weather Radios		24,000.00	35,000	(11,000)	69%
6350 - FSM Public Education		115,438.34	560,000	(444,562)	21%
6400 - FSM Red Flag Signage		3,240.00	10,000	(6,760)	32%
6450 - Legal Services		48,866.50	15,000	33,867	326%
6500 - Local Specific Prevention		0.00	3,865,140	(3,865,140)	0%
6550 - Personnel		16,435.69	400,000	(383,564)	4%
6600 - Services & Supplies		8,746.01	85,000	(76,254)	10%
6650 - Start Up Costs		171,739.25	250,000	(78,261)	69%
Total Expenditures		<u>777,383</u>	<u>10,835,280</u>	<u>(10,057,897)</u>	<u>7%</u>
Net Excess/(Deficiency)		<u>(777,383)</u>	<u>8,490,418</u>		

Marin Wildfire Prevention Authority

Balance Sheet

	<u>Nov 16, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 - County Operating Fund 8150	232,062.53
1100 - Payroll Account	38,520.10
Total Checking/Savings	<u>270,582.63</u>
Accounts Receivable	
11000 - Accounts Receivable	24,000.00
Total Accounts Receivable	<u>24,000.00</u>
Total Current Assets	<u>294,582.63</u>
TOTAL ASSETS	<u><u>294,582.63</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	67,010.04
Total Accounts Payable	<u>67,010.04</u>
Other Current Liabilities	
2100 - Short Term Note Payable	1,000,000.00
2200 - Payroll Liabilities	
2210 - Federal Income Tax Withheld	2,214.23
2220 - Medicare Tax Payable	440.60
2230 - State Income Tax Withheld	1,278.98
2240 - DC Retirement Payable	1,021.98
Total 2200 - Payroll Liabilities	<u>4,955.79</u>
Total Other Current Liabilities	<u>1,004,955.79</u>
Total Current Liabilities	<u>1,071,965.83</u>
Total Liabilities	1,071,965.83
Equity	
Net Income	<u>-777,383.20</u>
Total Equity	<u>-777,383.20</u>
TOTAL LIABILITIES & EQUITY	<u><u>294,582.63</u></u>

**Marin Wildfire Prevention Authority
Expense Detail**

Type	Date	Num	Name	Memo	Split	Amount
6250 - FSM Chipper Program						
Bill	07/17/2020	firesafe	County of Marin	payment towards agreement	2000 · Accounts Payable	4,965.97
Bill	07/17/2020	firesafe	County of Marin	payment towards agreement	2000 · Accounts Payable	4,867.24
Bill	07/17/2020	firesafe	County of Marin	payment towards agreement	2000 · Accounts Payable	45,000.00
Bill	08/31/2020	2005	FIRESafe MARIN	July	2000 · Accounts Payable	97,040.17
Bill	08/31/2020	2005	FIRESafe MARIN	already paid by Marin County	2000 · Accounts Payable	-54,833.21
Bill	09/04/2020	2007	FIRESafe MARIN	August	2000 · Accounts Payable	73,333.64
Bill	10/01/2020	2010	FIRESafe MARIN	September	2000 · Accounts Payable	218,543.60
Total 6250 - FSM Chipper Program						388,917.41
6300 - FSM NOAA Weather Radios						
Bill	10/01/2020	2010	FIRESafe MARIN	September	2000 · Accounts Payable	24,000.00
Total 6300 - FSM NOAA Weather Radios						24,000.00
6350 - FSM Public Education						
Bill	08/31/2020	2005	FIRESafe MARIN	July	2000 · Accounts Payable	49,544.47
Bill	09/04/2020	2007	FIRESafe MARIN	August	2000 · Accounts Payable	23,478.73
Bill	10/01/2020	2010	FIRESafe MARIN	September	2000 · Accounts Payable	42,415.14
Total 6350 - FSM Public Education						115,438.34
6400 - FSM Red Flag Signage						
Bill	10/01/2020	2010	FIRESafe MARIN	September	2000 · Accounts Payable	3,240.00
Total 6400 - FSM Red Flag Signage						3,240.00
6450 - Legal Services						
Bill	08/05/2020	4500	Epstein + Holtzapple	legal counsel	2000 · Accounts Payable	6,018.00
Bill	09/03/2020	4578	Epstein + Holtzapple	legal counsel thru 8/31/20	2000 · Accounts Payable	12,528.00
Bill	09/30/2020	259456	Burke, Williams, & Sorensen, LLP	hiring EO	2000 · Accounts Payable	1,725.00
Bill	10/05/2020	4659	Epstein + Holtzapple	legal counsel thru 9/30/20	2000 · Accounts Payable	12,910.00
Bill	10/15/2020	260050	Burke, Williams, & Sorensen, LLP	personnel matters	2000 · Accounts Payable	6,037.50
Bill	11/04/2020	4742	Epstein + Holtzapple	legal counsel thru 10/31/20	2000 · Accounts Payable	9,648.00
Total 6450 - Legal Services						48,866.50
6550 - Personnel						
6555 - Salaries						
Check	10/30/2020	eft	Payroll	10/1-10/17/20	1100 · Payroll Account	7,939.56
Check	11/13/2020	eft	Payroll	10/18-10/31/20	1100 · Payroll Account	6,538.46
Total 6555 - Salaries						14,478.02
6560 - Medicare Tax						
Check	10/30/2020	eft	Payroll	10/1-10/17/20	1100 · Payroll Account	120.81
Check	11/13/2020	eft	Payroll	10/18-10/31/20	1100 · Payroll Account	99.49
Total 6560 - Medicare Tax						220.30
6565 - Supplemental Allowance						
Check	10/30/2020	eft	Payroll	10/1-10/17/20	1100 · Payroll Account	392.31
Check	11/13/2020	eft	Payroll	10/18-10/31/20	1100 · Payroll Account	323.08
Total 6565 - Supplemental Allowance						715.39
6570 - Defined Contribution Retirement						
Check	10/30/2020	eft	Payroll	10/1-10/17/20	1100 · Payroll Account	560.44
Check	11/13/2020	eft	Payroll	10/18-10/31/20	1100 · Payroll Account	461.54
Total 6570 - Defined Contribution Retirement						1,021.98
Total 6550 - Personnel						16,435.69
6600 - Services & Supplies						
Bill	07/17/2020	defrancisc	County of Marin	minutes 5/8/20	2000 · Accounts Payable	160.00
Bill	07/17/2020	defrancisc	County of Marin	minutes 5/14/20	2000 · Accounts Payable	160.00
Bill	07/17/2020	defrancisc	County of Marin	minutes 5/21/20	2000 · Accounts Payable	240.00
Bill	07/17/2020	defrancisc	County of Marin	minutes 6/18/20	2000 · Accounts Payable	220.00

**Marin Wildfire Prevention Authority
Expense Detail**

Type	Date	Num	Name	Memo	Split	Amount
Bill	07/17/2020	defrancis	County of Marin	minutes 6/12/20	2000 · Accounts Payable	200.00
Bill	07/17/2020	defrancis	County of Marin	minutes 7/16/20	2000 · Accounts Payable	240.00
Bill	07/17/2020	zoom	County of Marin	Zoom webinar account with cloud recording	2000 · Accounts Payable	549.90
Bill	07/17/2020	firstnet	County of Marin	cell phone charges	2000 · Accounts Payable	235.67
Bill	07/17/2020	firstnet	County of Marin	cell phone + cell phone charges	2000 · Accounts Payable	580.65
Bill	07/17/2020	firstnet	County of Marin	cell phone	2000 · Accounts Payable	490.00
Bill	07/27/2020	7043303 RI	Greatland Corporation	checks & envelopes	2000 · Accounts Payable	344.79
Bill	07/28/2020	7/16	DeFrancis, Toni	7/16/20 BOD meeting	2000 · Accounts Payable	240.00
Bill	09/08/2020	8/20	DeFrancis, Toni	8/20/20 BOD meeting	2000 · Accounts Payable	160.00
Bill	10/06/2020	9/17	DeFrancis, Toni	9/17/20 BOD meeting	2000 · Accounts Payable	180.00
Bill	10/09/2020	10/5	DeFrancis, Toni	BOD meeting	2000 · Accounts Payable	160.00
Bill	10/13/2020	9/24	DeFrancis, Toni	BOD meeting	2000 · Accounts Payable	140.00
Bill	10/31/2020	10/15	DeFrancis, Toni	BOD meeting	2000 · Accounts Payable	160.00
Bill	11/06/2020	10/20	DeFrancis, Toni	BOD meeting	2000 · Accounts Payable	120.00
Bill	11/09/2020	584020	MOC Insurance Services	FY21 liability insurance	2000 · Accounts Payable	4,165.00
Total 6600 · Services & Supplies						8,746.01
6650 · Start Up Costs						
Bill	07/17/2020	patches	County of Marin	MWPA patches	2000 · Accounts Payable	406.00
Bill	07/17/2020	TWB	County of Marin	senior mailer notice	2000 · Accounts Payable	24,622.27
Bill	07/17/2020	NBS	County of Marin	tax roll prep & audit	2000 · Accounts Payable	49,500.00
Bill	07/17/2020	NBS2	County of Marin	out of county owners mailer	2000 · Accounts Payable	14,812.00
Bill	07/17/2020	qcorp	County of Marin	qcorp: MWPA apparel	2000 · Accounts Payable	1,742.14
Bill	07/17/2020	election	Marin County Registrar of Voters	March 3 primary election costs	2000 · Accounts Payable	54,406.84
Bill	08/17/2020	exec recruitment	Nelson Staffing	Nelson Staffing executive recruitment	2000 · Accounts Payable	26,250.00
Total 6650 · Start Up Costs						171,739.25
TOTAL						777,383.20

Marin Wildfire Prevention Authority
A/P Aging Summary
As of November 16, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
County of Marin	0.00	0.00	0.00	0.00	67,010.04	67,010.04
TOTAL	0.00	0.00	0.00	0.00	67,010.04	67,010.04