



## MWPA Operations Committee AGENDA

Thursday June 4, 2020

3pm

<https://zoom.us/j/92351390427>

Webinar ID: 923 5139 0427

Phone 346-248-7799

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

**ATTENTION: This will be a virtual meeting of the Operations section 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, they should contact Jason Weber at [jweber@marincounty.org](mailto:jweber@marincounty.org)

### 1. 3 p.m. Call to order & Welcome

### 2. Roll Call

George Kraukauer  
Jim Schutz  
Dan Schwarz  
Jason Weber  
Jim Fox  
Mark Pomi

Chris Gove  
Bill Tyler  
Rich Shortall  
Chris Tubbs  
Eric Dreikosen  
Alan Piombo

Kenny Stevens  
Todd Cusimano  
Garrett Toy  
Joe Chinn  
Dave Donnery

### 3. Agenda Adjustments

4. **Open time for public expression.** *The public is welcome to address the 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.***

**AGENDAS & STAFF REPORTS ON-LINE [www.marinwildfire.org](http://www.marinwildfire.org)**

**5. Consent Calendar:** *The opportunity for public comment on consent agenda items will occur prior to Committee 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. Approval of the May 14, 2020 minutes from the MWPA Operations Committee.

**6. Old Business:**

a. Operations Committee By-laws: *Recommendation: Receive draft by-laws provide feedback to sub-committee.*

b. Marin Wildfire Prevention Authority year one funding and budget development. *Recommendation: Receive report on FY2020-21 budget development and funding including tax bridge options. Direct sub-committee to develop FY2020-21 budget and year one funding recommendations for MWPA Board on 6/18/20*

c. Marin Wildfire Prevention Authority Measure C Tax Administration. *Recommendation: Receive update on MWPA Measure C tax administration and Senior Exemption process.*

d. Update on Executive Officer recruitment. *Recommendation: Receive update on the executive officer recruitment from the sub-committee.*

e. Marin Wildfire Prevention Authority 2020 Work Plan. *Recommendation: Receive update from the workplan sub-committee.*

f. Citizens Oversight Committee: *Recommendation: Review draft COC application form and proposed application process, provide feedback.*

**7. New Business:**

**8. Committee Reports:**

**9. Financial Reports:**

**10. Informational Items:**

a. Board approved alternates to the Board of Directors, Operations Committee and Technical Advisory Committee. Please provide your alternate names when available.

b. Identify staff person(s) to serve on the Technical Advisory Committee to forward to the Board for appointment.

**11. OPS Members Request Future Agenda Items**

**AGENDAS & STAFF REPORTS ON-LINE [www.marinwildfire.org](http://www.marinwildfire.org)**

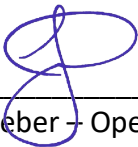
## 12. Adjourn.

***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 Operations Committee regarding any item on this agenda after the distribution of the original packet will be made available for public inspection at 33 Castlerock Ave. Woodacre CA 94973 \*note as of 4/30/20 offices are closed to the public documents will be made available upon request and will be available online at [www.marinwildfire.org](http://www.marinwildfire.org)*

*Notice is hereby given that the Operations Committee 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 Operations Committee must be filed with the Court not later than the 90<sup>th</sup> day following the date of the Operations Committees decision (Code of Civil Procedure Section 1094.6)*

*I certify that this agenda was posted on the Public Notice Bulletin Board on or before Wednesday 6/2/20 1500hrs.*



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Jason Weber - Operations Committee Chair

THE MARIN WILDFIRE PREVENTION AUTHORITY  
OPERATIONS COMMITTEE

Held a meeting:

3:00 p.m. Thursday, May 14, 2020

Via teleconference due to Coronavirus (COVID-19)

1. Call to Order- Chair Weber called the meeting to order at 3:05 p.m. and welcomed the Fire Chiefs and City/Town Managers.

2. Roll Call

Committee Member Attendance: Joe Chinn (Ross), Todd Cusimano (Corte Madera), Eric Dreikoson (Marinwood), Dave Donnery (San Anselmo), Jim Fox (Inverness Fire), Chris Gove (Muir Beach Fire), George Kraukauer (Bollinas Fire), Al Piombo (Mill Valley Fire), Mark Pomi (Kentfield Fire), Steve Rabb (Marin County Attorney), Jim Schutz (San Rafael), Dan Schwarz (Larkspur), Rich Shortall (Sleepy Hollow Fire District), Kenny Stevens (Stinson Beach Fire), Bill Tyler (Novato Fire), Garrett Toy (Fairfax), Chris Tubbs (Southern Marin Fire), Jason Weber (Marin County Fire)

Chair Weber stated the public will have an opportunity to address the committee by using the “raise your hand” function.

3. Agenda Adjustments

There were no adjustments to the agenda.

4. Open Time for Public Input

Ms. Terri Thomas stated the Technical Advisory Committee (TAC) will play an important role in reviewing the Request for Proposals (RFPs) and projects. The committee could benefit from an interdisciplinary, ecological approach. She asked the group to think about how they are going to monitor success.

Ms. Barbara Salzman, representing the Marin Audubon Society, stated they would like to participate in the environmental evaluations and be made aware of how the MWPA is evaluating the environmental components of projects. This would include tree removals, impacts on birds, etc. She will send the Audubon’s Fire Policy to Chair Weber for distribution.

Carolyn, representing the Marin Chapter of the Native Plants Society, stated they were pleased to see the priorities listed in the ESP Partnership description that was circulated. The JPA appears to envision a TAC that includes a broad representation of backgrounds and points of view. She asked about the process for applying as a non-voting member.

5. Consent Calendar

a. Approval of the April 30, 2020 minutes from the MWPA Operations Committee

M/s, Donnery/Tubbs, to approve the April 30, 2020 MWPA Operations Committee meeting minutes as submitted.

Ayes: All (through a roll call vote)

6. Old Business

a. Marin Wildfire Prevention Authority year one funding/finance options.

Committee member Tubbs stated he, along with Committee members Cusimano, Pomi, and Chinn, comprise the Finance Subcommittee. They are recommending the Operations Committee receive the report and continue to develop some of the items in the report. He stated the subcommittee was asked to explore the following: 1) What is the source of funding prior to collection of Tax Revenue?; 2) How much funding will be available prior to the Tax Revenue stream?; 3) What are the mechanics of acquiring early funding and the disbursement of MWPA funds?; 4) How and who will be responsible for managing these fund?; 5) What does the JPA require with regard to the role of Treasurer?; 6) Are there other administrative needs that should be identified for the Operations Committee? State law allows for the County to provide funding thorough a transfer process. Each request would come with a 3% interest rate tied to it. The tax disbursements received in December would be credited to the money received from the County. In an effort to mitigate the interest expense the subcommittee reached out to member agencies to determine whether or not they could carry some of the program costs prior to the December disbursement. Some member agencies replied they would not be able to carry any costs. The subcommittee is working on refining the amount of funding needed through the transfer process. The subcommittee also reviewed the JPA documents with regard to the role of the Treasurer. The Treasurer must be from one of the member agencies and has the following responsibilities: 1) Act as auditor of MWPA funds; 2) Provide financial services. The subcommittee is recommending looking at MERA as a model using an in-house Treasurer and financial services agreement. He asked the Operations Committee to task the Finance Subcommittee with developing the financial and accounting support services needs agreements similar to MERA, to develop an administrative supports and services agreement for the MWPA, and to solicit interest from agency members with respect to filing the Treasurer and administrative or Finance Officer needs.

Chair Weber opened the meeting to public comments.

There were no comments

Chair Weber closed the meeting to public comments.

Chair Weber stated they need to get a Treasure on board relatively soon.

A committee member had a question about agencies self-funding and asked what “self-funding” really means. Committee member Tubbs stated the intent was to get an early read since they do not have enough substantive information yet in terms of cost of projects, etc. This was just an “initial swipe”.

Subcommittee member Pomi stated they were looking at the 20%/20% “buckets” referred to in the report and not any core funds.

Chair Weber reminded the committee that a budget needs to be submitted to the Board before the end of June.

b. Marin Wildfire Prevention Authority Measure C Tax Administration

Chair Weber presented a report. There were two important elements that were time sensitive including having an accurate tax roll submitted to the Tax Collectors Office before August 1<sup>st</sup> and the Senior Exemption component. Assembly Bill 2476 requires notice to property owners with mailing addresses outside of the County. Staff has reviewed several proposals from vendors that provide these services. A recommendation will be presented to the Board next week.

Committee member Tyler reiterated that “time is of the essence” and there are a lot of steps that need to take place.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

A Committee member asked if they would use a third party vendor for these tasks on an annual basis or if this would ultimately be handled by the Executive Officer or a subcommittee of the Operations Committee. Chair Weber stated it would depend on the capacity of the JPA staff and would be determined by the Board.

c. Update on Executive Officer recruitment

Subcommittee member Pomi stated he, along with Committee members Tubbs, Donnery, and Shutz, have been working with an executive recruiter from Nelson Staffing on an announcement for the position. They provided her with expectations regarding a timeline for the process and some priorities for the position. They are looking at a July start date. Negotiations and final approval will be handled by the Board. They have extended the closing date to June 10<sup>th</sup>. He asked for input on the announcement and the next steps.

Chair Weber opened the meeting to public comments.

Ms. Sarah Minick asked if Nelson Staffing is incorporating a diversity component into the process.

Chair Weber closed the meeting to public comments.

Subcommittee member Shutz stated the Executive Officer will need to be adept at working with large groups of people and very passionate community members.

Committee member Pomi discussed the potential composition of the interview panel. Chair Weber stated he would be in favor of this subcommittee working with the Board.

- d. Marin Wildfire Prevention Authority 2020 Work Plan
  - i. Template for projects
  - ii Accelerated year one options
  - iii Update on planning around mid-long-term projects
  - iv Direct subcommittee to prepare update for MWPA Board on 5/21/20

Committee member Tyler presented a report. He stated he, along with Committee members Shortall, Shutz, Schwarz, Tubbs, Weber, and Kraukauer, make up the Subcommittee. They have asked for assistance from other fire professionals. They have completed the Executive Summary of the Draft Work Plan and a list of core projects. They recognized early on that the public has an expectation that programs and projects will be implemented soon. They are vetting the programs and projects that came from the Community Wildfire Protection Plan. They came up with a list of projects- location, scope, rationale, environmental level, stakeholders, timelines, and costs. They came up with some guiding principles including the following: 1) Public safety and risk reduction; 2) Effective use of public funds; 3) Coordination and collaboration among agencies; 4) Incentivizing voluntary compliance through education and support; 5) Apply ecologically sound practices; 6) Social and environmental equity. Some projects are “shovel ready” and simply need funding for implementation. These are Phase I projects. Phase II projects could be waiting for public input, need additional environmental review, etc. Phase III projects will take time to build and need additional resources. He briefly discussed a Vegetation Reduction/Evacuation Clearance Project submitted by San Rafael. They would like to be able to direct all the participating agencies to submit programs and plans. They plan to indicate which zone the projects fall in (north, south, central, west) and place them into categories according to the amount of funding that becomes available.

Subcommittee member Tubbs asked for clarity with respect to the submittal expectations and the next steps. Subcommittee member Tyler stated the same template should be used and they need to identify whether the project falls into the core, local control, or hardening evaluations category.

Chair Weber opened the meeting to public comments.

Mr. Bruce Goins, Novato, stated the JPA mentions that members must certify that tax measure proceeds are used consistent with the purpose of the authority and that expenses result in a higher level of service than would have been otherwise provided. He asked them to address this certification requirement.

Ms. Belle Cole asked how the criteria screening for these initial projects would be accomplished. She asked how what happens at this stage affects the project that would eventually come out of the regular process (when funding becomes available).

Carolyn asked if comments could be made about the template that discussed how the various vegetation types would be treated.

Ms. Barbara Salzman stated she would like to be able to comment about the impact to birds, etc. She asked how the public would be able to accomplish this.

Chair Weber closed the meeting to public comments.

Subcommittee member Tyler stated the recommendation is to direct all the participating agencies to submit programs and projects, along with the readiness of each, in the recommended format. The Subcommittee would then share these, along with the costs, with the Finance Subcommittee.

e. Marin Wildfire Prevention Authority grant program

Subcommittee member Shortall stated he, along with Committee members Tyler, Weber, and Chinn, comprise the Subcommittee. He noted one of the goals of the JPA is to provide grants to low-income seniors to make homes more fire safe. Eligible activities are straightforward and would include creating defensible space (vegetation management) and home hardening projects. To qualify as a senior the property owner must be 65 years of age or disabled. There are different ways to determine income eligibility. He discussed the Federal Housing and Urban Development (HUD) thresholds. The amount of the grant funding would change from year to year but they are recommending an allocation of \$500,000 for grants- \$400,000 for this program, and \$100,000 to deal with properties that are in a hazardous condition. The grants would be awarded through a competitive process (rather than first-come, first served) through the five zones as equitably as possible. The homeowner would be responsible for hiring the contractor. This will be a Pilot Program in the first year and revisited in subsequent years.

Chair Weber opened the meeting to public comments.

Mr. John Hanson had a comment about selecting and vetting a contractor through the use of the FireSafe Marin Website.

Chair Weber closed the meeting to public comments.

Committee member Shutz asked about the rationale for the owner-occupied provision. Subcommittee member Shortall stated landlords were in a different situation and the need will be much greater with homeowners.

Chair Weber stated this subcommittee would work closely with the Finance Committee.

7. New Business
  - a. Marin Wildfire Prevention Authority Website



Chair Weber presented a report. He displayed the beta Website that should go live over the weekend. The purpose of the Website is to provide communication with constituents. He used the Grand Jury's template for transparency. He briefly discussed the contents of the Website which will include the ability to sign up for notifications (meeting agendas, etc.).

Chair Weber opened the meeting to public comments.

Ms. Belle Cole asked how she could make suggestions regarding the Website.

Chair Weber closed the meeting to public comments.

The Committee complimented Chief Weber on the Website.

b. Citizens Oversight Committee

Chair Weber presented the report. He noted the Board would ultimately decide on the make up of this committee. The JPA makes it clear that the committee would be comprised of a member of the public from each of the five geographical areas, a member of a taxpayers' organization, a member of an environmental organization, a member of FireSafe Marin or a similar organization, and a member of a non-partisan civic organization such as the League of Women's Voters. He recommended creating a subcommittee that can look at other highly functioning COC's and make a recommendation to the Board.

Committee member Tyler asked if there were a total of nine members. Chair Weber stated "yes". Committee member Tyler volunteered to serve on the COC committee but asked if he could be released from the Grant Committee and the Tax Measure Committee. Chair Weber said "yes". He asked one City/Town Manager to volunteer. Committee member Donnery volunteered.

Chair Weber stated this Subcommittee would consist of Committee members Tyler, Donnery, and himself.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

c. Operations Committee By-laws

Chair Weber presented a report and noted they will need to form a subcommittee. The by-laws are a guide for the operation of the committee and include a statement of purpose, the meeting dates, a list of officers, how they conduct business, etc. This was not critical and can be handled in the future.

Committee member Dreikoson volunteered to start putting something together. Committee member Pomi also volunteered.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

- d. Legal opinion regarding a Committee members affiliation with non-profit FIREsafe Marin

Chair Weber presented a brief report and noted there were two Committee members that serve on the Board of FIREsafe Marin. Legal counsel advised there were no limitations for Committee members and that the Committee as a whole should try to balance fire and administrative expertise. It is incumbent upon a Committee member to be aware of and manage any conflict of interest issues.

Chair Weber opened the meeting to public comments.

There were no comments.

Chair Weber closed the meeting to public comments.

## 8. Committee Reports

There were no Committee reports.

## 9. Financial Report

There was no Financial report.

## 10. Informational Items

There were none.

## 11. OPS Members Request Future Agenda Items

Chair Weber noted the following future agenda items: 1) Discussion about legal counsel for the JPA; 2) Request from environmental groups regarding participation in environmental analysis; 3) Discussion about clarifying how grant applications will be handled.

12. Adjournment- Chair Weber adjourned the meeting at 4:35 p.m. The next meeting would be held on Thursday, May 28, 2020 at 3:00 p.m.

Respectfully submitted,  
Toni DeFrancis, Recording Secretary



## MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting June 4, 2020

To: Marin Wildfire Prevention Authority Operations Committee  
From: Eric Dreikosen, Chris Tubbs  
Subject: Draft Bylaws for MWPA Operations Committee

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### **RECOMMENDATION:**

Review draft bylaws and related questions. Provide feedback and direction to sub-committee.

### **BACKGROUND:**

As a formal Committee formed in accordance with the Joint Exercise of Powers Agreement for Marin Wildfire Prevention Authority, best practices recommend formal bylaws be adopted. The presented draft bylaws were constructed to address the following:

- Purpose
- Organization
- Representatives' Responsibilities
- Meetings
- Officers
- Sub-committees
- Conduct of Business

In effort to prepare the final draft bylaws for formal adoption, the Operations Committee is further requested to consider and reach consensus on the following:

1. Frequency, date, time and location by which "regular" meetings shall be conducted?

The JPA states "The Operations Committee shall meet at least twice per year at a reasonable time before the Board must establish its budget." The sub-committee felt this to be too few to be meaningful and effective. For purposes of discussion and final determination, the draft bylaws state the Committee shall conduct quarterly regular meetings on the third Thursday of July, October, January and April at 3:00 PM, in accordance with the provisions of the Brown Act and Government Code Section 54956. (*Note: The Committee can call additional special meetings as circumstances dictate.*)

The JPA is silent regarding meeting location. This also has yet to be addressed in the draft bylaws. Physical meeting location(s) should be determined with effort made to conduct meetings in geographic locations most conveniently accessible, allowing the greatest number



of members of the public as well as committee representatives to participate. Assuming quarterly meetings, the sub-committee further suggests considering and incorporating into the bylaws that individual regular meetings be conducted in varying locations throughout the course of the year based on the most accessible existing operational zones (Novato, San Rafael, Central Marin, Southern Marin), with each location hosting one quarterly meeting annually. Alternatively, the Committee could elect to designate one central and conveniently accessible location for all meetings.

**FISCAL IMPACT:**

There is no associated fiscal impact with this action.

**MARIN WILDFIRE PREVENTION AUTHORITY**  
**OPERATIONS COMMITTEE BYLAWS**

*(Draft: 06/04/2020)*

**ARTICLE I – NAME**

In accordance with the Joint Exercise of Powers Agreement (JPA) for Marin Wildfire Prevention Authority (MWPA), this Committee shall be designated the Marin Wildfire Prevention Authority Operations Committee, referred to hereinafter as “Committee.”

**ARTICLE II – PURPOSE**

The Committee shall be responsible for creating a recommended annual budget for the MWPA Board of Directors and for creating a recommended annual work plan. The Committee further shall support the MWPA Executive Officer in ensuring the MWPA Board of Directors can fulfill their legislated responsibilities.

**ARTICLE III - ORGANIZATION**

The Committee shall be composed of seventeen representatives who are agency staff, one from each of the member agencies. Each member agency has sole discretion as to which of their agency staff shall serve as their representative as well as by what process their representative is selected. As would clearly be prudent, each member agency shall also appoint one alternate representative who shall serve in the absence of their representative. The Committee representatives should strive for a balance of executive/administrative and fire expertise.

**ARTICLE IV – REPRESENTATIVES’ RESPONSIBILITIES**

Representatives shall:

1. Attend Committee meetings.
2. Serve on sub-committees as applicable.
3. Submit detailed project and program workplans to the Committee or respective sub-committee specific to their local jurisdiction and in accordance with the three funding objectives identified in the JPA (Core Program, Defensible Space, Local-Specific)
4. Assist in promotion and public outreach efforts on behalf of the MWPA.
5. Perform other such duties as may be directed by the MWPA Board of Directors.
6. As a member of one of five regional areas in the MWPA, shall represent and ensure the legislated allocation of funds to the regions is carried out as prescribed in the ordinance, in the submittal of proposed work plans to the MWPA Board of Directors.

**ARTICLE V – MEETINGS**

All proceedings of the Committee and standing sub-committees shall be conducted according to the rules contained in the most recent edition of Rosenberg’s Rules of Order when these do not conflict with these

bylaws.

- A. The Committee shall conduct **quarterly regular meetings** on the third Thursday of July, October, January and April at 3:00 PM in accordance with the provisions of the Brown Act and Government Code Section 54956.
- B. Special Meetings of the Committee may be called in accordance with the provisions of the Brown Act and Government Code Section 54956.
- C. Minutes of the adjourned, regular and special meetings of the Committee shall be kept and said minutes shall be forwarded to each member of the Committee within thirty days after each meeting.
- D. Minutes of the adjourned, regular and special meetings of the Committee are a part of the public record and shall be posted to the MWPA website in a timely manner following final approval by the Committee.
- E. The time, date and location of any sub-committee meeting shall be determined by the members of such sub-committee.

## **ARTICLE VI – OFFICERS**

The Committee shall elect, at its first meeting and then at its first meeting of each fiscal year thereafter, a Chairperson and Vice Chairperson. The Chairperson and Vice Chairperson shall serve one-year terms, with the exception of the inaugural year and the first full fiscal year after but can be re-elected to multiple and/or consecutive terms. Election to the position of Vice Chairperson does not imply succession to the position of Chairperson the following fiscal year. The Committee should strive for a balance of executive/administrative and fire expertise in the composition of the Chairperson and Vice Chairperson assignments.

### **A. DUTIES OF THE CHAIRPERSON**

- 1. Preside over meetings of the Committee.
- 2. In cooperation with MWPA staff, prepare agendas for Committee meetings.
- 3. Ensure minutes are recorded for all applicable Committee meetings. A clerk/secretary may be assigned for the purpose of recording meeting minutes as well as any other duties needed to assist the efficient facilitation of said meeting.
- 4. Attend MWPA Board of Directors meetings.
- 5. Report to the MWPA Board of Directors the actions and recommendations of the Committee to the extent needed to supplement any Committee reports.
- 6. Assign special duties and responsibilities to the Vice Chairperson as needed.
- 7. Form sub-committees as needed and appoint Representatives to serve on the sub-committee.
- 8. Call special meetings.
- 9. Act as official spokesperson for the Committee.

### **B. DUTIES OF THE VICE-CHAIRPERSON**

- 1. Perform the duties of the Chairperson in the absence of the Chairperson.

2. Serve in such capacities as may be assigned by the Chairperson.

## **ARTICLE VII – SUB-COMMITTEES**

The Chairperson may form sub-committees as needed, in accordance with the provisions of the Brown Act and Government Code Section 54956, and appoint Representatives to serve on the sub-committee. Alternatively, any Committee Representative may request the formation of a sub-committee be added to a future agenda and be subject to the majority approval of the Committee Representatives.

### **A. STANDING SUB-COMMITTEES**

Standing sub-committees have a continuing subject matter jurisdiction. The Chairperson may appoint selected Representatives of the Committee, members of the public and consultants to serve on Standing Committees.

### **B. AD HOC SUB-COMMITTEES**

Ad hoc sub-committees are temporary and composed solely of less than a quorum of the Committee. An ad hoc committee serves a purpose limited in scope and will be dissolved once its specific task is completed.

## **ARTICLE VIII – CONDUCT OF BUSINESS**

In accordance with the Joint Exercise of Powers Agreement for Marin Wildfire Prevention Authority:

### **A. QUORUM**

A majority of the Representatives will constitute a quorum; however, if the number of Representatives is an even number, then 50% of the Representatives will constitute a quorum. In the event of a meeting of the Committee with less than a quorum, the present Representatives will only have the power to dismiss a meeting. For purposes of conducting business, a majority of the quorum will be authorized to act on behalf of the Authority, subject to the voting conditions set forth in Section B.

### **B. VOTING**

For all votes conducted by the Committee, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the Representatives present vote in favor of a motion, and (2) the Representatives present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.

## **ARTICLE IX – COMPLIANCE**

Committee Representatives must abide by these Bylaws and the provisions of the Brown Act and Government Code Section 54956.

## **ARTICLE X – GOVERNING PROVISIONS; SEVERABILITY**

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Committee are hereby incorporated by reference as if fully set forth herein. In the event of a conflict

between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control and such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

#### **ARTICLE XI – EFFECTIVE DATE AND AMENDMENTS**

These Bylaws shall be effective upon their adoption at a regularly scheduled meeting of the Committee. These Bylaws may be amended or repealed, and new bylaws created by the majority vote of the Committee at any meeting. Any member of the Committee may propose amendments to the Bylaws.





## MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting June 4, 2020

To: Marin Wildfire Prevention Authority Operations Committee  
From: Finance and Funding Sub-Committee, Chief Chris Tubbs  
Subject: Update from finance sub-committee

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### **RECOMMENDATION:**

- 1. The Operations Committee receives the draft agreements and recommends forwarding them to the Governing Board for Review and Approval.**
- 2. Operational Committee Representatives to notify the Finance Subcommittee as to their agency's interest in providing the services associated with the agreements.**

### **BACKGROUND:**

#### **Finance / Funding**

The Finance Subcommittee continues to work with the workplan group to determine funding for year-one programs and the recommended carry forward funding for FY2021-22. A recommended budget for FY2020-21 will be presented to the MWPA Board of Directors at their June 18, 2020 meeting.

#### **Treasurer / Finance & Administrative Services**

Attached to this month's reports are:

1. Draft Financial & Accounting Services Agreement.
2. Draft Administrative Support Services Agreement.

There are two follow up items in the Financial & Accounting Services Agreement that will require direction:

1. The name of the financial institution holding the MWPA Funds.
2. Will the MWPA have a need for payroll services as a result of seasonal employees?

There are also several questions that the Administrative Support Services Agreement that also require direction:

1. The number of expected attendees for Board of Directors and Operations Committee Meetings.

2. The anticipated number of Board of Director and Operations Committee meetings annually.



**FISCAL IMPACT:**

Any associated fiscal impact with the attached agreements, position of treasurer and first year budget and funding will be taken up by the MWPA Board of Directors.

June, 2020

## MWPA ADMINISTRATIVE SUPPORT SERVICES

### PHYSICAL FACILITIES

MEETING SPACE FOR MWPA BOARD OF DIRECTORS & OPERATIONS COMMITTEE - UP TO 18 ATTENDEES.

PUBLICLY/DISABLED ACCESSIBLE OFFICE SPACE FOR 2/3 TO MEET PERIODICALLY

SECURE STORAGE SPACE FOR MWPA RECORDS

### STAFFING EXPECTATIONS:

MWPA'S WORK NEEDS TO BE A PRIORITY FOR THE ASSIGNED PERSON(S) AT DESIGNATED TIMES. BACKUP NEEDS TO BE ARRANGED BY THE ASSIGNED PERSON ALONG WITH ORIENTATION FOR SAME IN ASSIGNED STAFF ABSENCE (PLANNED AND UNPLANNED LEAVES). ASSIGNED PERSON SHOULD REVIEW THE BACKUP'S PERFORMANCE UPON RETURN.

CURRENT TASKS: CONTRACTED AVERAGE OF FOUR (4) HOURS PER WEEK OF ADMINISTRATIVE ASSISTANT TIME BASE FOR PERFORMANCE OF EXECUTIVE OFFICER (E.O.) SUPPORT TASKS. PRIMARY TASKS ARE COMPILATION, PAGINATION AND ELECTRONIC DISTRIBUTION OF AGENDA PACKETS (PACKET PREPARATION AND DISTRIBUTION UPDATES PROVIDED BY E.O.) FOR MEETINGS OF THE BOARD OF DIRECTORS AND OPERATIONS COMMITTEE. MEETING TASKS ARE DETAILED BELOW.

1) SCHEDULE AND SET UP MEETING ROOMS FOR BOARD OF DIRECTORS - ( /YEAR) AND THE OPERATIONS COMMITTEE - ( YEAR). SUPPORT INCLUDES OPERATION OF DIGITAL RECORDER, ARRANGEMENT OF MEETING ROOM TABLES AND CHAIRS AND SPECIAL POWERPOINT PRESENTATIONS. CAPABILITY TO MANAGE (IF APPLICABLE) ZOOM MEETING HOSTING.

ADDITIONAL TASKS AT BOARD OF DIRECTORS AND OPERATIONS COMMITTEE MEETINGS INCLUDE CIRCULATION OF SIGNUP SHEETS (PROVIDED BY E.O.); PROVISION OF MINUTES OUTLINE FOR RECORDING MEETING START/END TIMES, MOTIONS AND VOTES; PROVISION OF SMALL NUMBER OF AGENDA HARD COPIES FOR THE MEETINGS AS DETERMINED BY THE E.O.; AND, SECURING OF SIGNATURES ON DOCUMENTS AFTER BOARD OF DIRECTORS AND OPERATIONS COMMITTEE MEETINGS (E.O. PROVIDES DOCUMENTS).

PERIODIC MEETING REMINDER EMAILS TO BOARD OF DIRECTORS AND OPERATIONS COMMITTEE USUALLY 2 DAYS BEFORE MEETING DATES AND MEETING CONFIRMATION OR CANCELTION EMAILS 2 WEEKS BEFORE MEETING DATES.

- 2) PROVIDE RECEPTION SERVICES FOR PHONE CALLS (4/5 MO.), WALK-INS OR MEETING ATTENDEES. PHONE MESSAGES ARE EMAILED TO E.O. FOR FOLLOW-UP.
- 3) RECEIPT OF DAILY MAIL AND FORWARDING OF SAME WEEKLY TO E.O. AND SPECIAL SCANNING OF INVOICES AS NECESSARY.
- 4) PHYSICAL POSTING OF MEETING AGENDA FACE SHEETS FOR GB, OC AND STANDING COMMITTEES AT HOST POSTING LOCATION.
- 5) RECEIPT AND RECORDING OF MAILED MEASURE C PARCEL TAX UTILITY SPECIAL BILLING PAYMENTS.
- 6) MANAGEMENT OF FORM 700 FILINGS FOR MEMBERS ENTERING OFFICE, LEAVING OFFICE AND ANNUAL FILINGS WITH COUNTY CLERK ALONG WITH REMINDERS AS NEEDED AFTER COUNTY DATA BASE CONFIRMATION.
- 7) RECORDS MANAGEMENT TASKS INCLUDING HARD COPY AGENDA PACKET FILING, ALONG WITH OTHER DOCUMENTS IN MWPA CURRENT FILES.  
ARRANGEMENT OF AUTHORIZED DESTRUCTION OF RECORDS EVERY TWO YEARS (2-3 BOXES).

NOTE: ALL WEBSITE POSTING AND MAINTENANCE ARE SEPARATELY CONTRACTED AND COORDINATED BY THE E.O.

June, 2020

## MWPA FINANCIAL AND ACCOUNTING SUPPORT SERVICES

### EXPECTATIONS:

PER THE MARIN WILDFIRE PREVENTION AUTHORITY (MWPA) JOINT POWERS AGREEMENT (JPA), SECTION 12:

#### 1. DUTIES OF TREASURER/CONTROLLER.

THE BOARD SHALL APPOINT A TREASURER FROM AMONG THE SENIOR MANAGEMENT STAFF OF THE MEMBER AGENCIES. THE TREASURER SHALL BE EITHER THE COUNTY AUDITOR/CONTROLLER, THE TREASURER TAX COLLECTOR OR THE FINANCE DIRECTOR/MANAGER OF ONE OF THE MEMBERS. THIS PERSON SHALL ALSO FUNCTION AS CONTROLLER OF THE AUTHORITY.

THE TREASURER SHALL SERVE AS THE DEPOSITORY AND HAVE CUSTODY OF ALL AUTHORITY FUNDS AND ESTABLISH AND MAINTAIN SUCH BOOKS, RECORDS, FUNDS, AND ACCOUNTS AS MAY BE REQUIRED BY GENERALLY ACCEPTED ACCOUNTING PRACTICE, SHALL CAUSE AN INDEPENDENT ANNUAL AUDIT OF THE ACCOUNTS AND RECORDS AND COMPLY WITH ALL REQUIREMENTS OF GOVERNMENT CODE SECTIONS 6505, 6505.1, 65605.5, AND 65605.6.

THE TREASURER SHALL PREPARE SUCH FINANCIAL REPORTS AS MAY BE DIRECTED BY THE GOVERNING BOARD AND OPERATIONS COMMITTEE.

THE TREASURER, WITHIN ONE HUNDRED AND TWENTY (12) DAYS AFTER THE CLOSE OF THE FISCAL YEAR ENDING ON JUNE 30, SHALL GIVE A COMPLETE WRITTEN REPORT OF ALL FINANCIAL ACTIVITIES FOR SUCH FISCAL YEAR TO THE MEMBERS

### CURRENT TASKS:

CONTRACTED AVERAGE OF SEVEN (7) HOURS PER WEEK OF FINANCE DIRECTOR AND ACCOUNTING SPECIALIST FOR PROVISION OF FINANCIAL SERVICES TO MWPA.

PRIMARY RESPONSIBILITIES ARE AS FOLLOWS:

- 1) ACCOUNTING SPECIALIST ENTERS INVOICE INFORMATION FOR WEEKLY CHECK ISSUANCE FOR VENDOR INVOICE PAYMENTS, AGENCY DISBURSEMENTS AND REIMBURSEMENTS (APPROVED BY E.O.), POSTING OF SAME AND DRAWN ON MWPA ACCOUNTS WITHIN THE COUNTY OF MARIN, AGAINST FUNDS ON DEPOSIT WITH THE [REDACTED]. THEREAFTER, SPECIALIST MAELS PAYMENTS TO VENDORS AND MWPA MEMBER AGENCIES AS AUTHORIZED BY THE EXECUTIVE OFFICER.

Commented [RS1]: Payroll? If the agency takes on season or other employees, someone is going to have to do payroll. Is that separate from this agreement?

2) FINANCE DIRECTOR PROVIDES:

- A) MONTHLY/ANNUAL RECONCILIATION OF MWPA FUNDS;
- B) SPECIAL DETAIL AND MONITORING REQUIRED OF THE MEASURE C TAXES, ALONG WITH REQUIRED INTERFACE WITH COUNTY OF MARIN. PERIODIC PROVISION OF FUNDS BALANCE SHEETS, P&L SUMMARIES AND DETAIL FOR REVIEW BY MEASURE C CITIZENS OVERSIGHT COMMITTEE;
- C) GENERAL LEDGER MAINTENANCE;
- D) PROVISION OF REPORTS TO E.O. ON MONTHLY AND/OR QUARTERLY BASIS;
- E) FILE AN OFFICIAL BOND IN AN AMOUNT FIXED BY THE MARIN WILDFIRE PREVENTION AUTHORITY GOVERNING BOARD, AS REQUIRED BY GOVERNMENT CODE SECTION 6505.1
- F) PREPARATION AND RECONCILIATION OF FUNDS FOR AUDIT PREPARATION FOR ANNUAL AND SPECIAL MEASURE C COMPLIANCE AUDITS IN COMPLIANCE WITH GOVERNMENT CODE SECTION 6505; AND,
- G) COMPLETION OF REQUIRED STATE CONTROLLERS OFFICE (SCO) REPORT FILINGS.



## MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting June 4, 2020

To: Marin Wildfire Prevention Authority Operations Committee  
From: Jason Weber  
Subject: Measure C Tax Administration Update

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### **RECOMMENDATION:**

Receive verbal report on Measure C tax administration including senior exemption and AB2476 notifications.

### **BACKGROUND:**

It is important to ensure that an accurate tax roll is submitted to the County Department of Finance by August 1<sup>st</sup>. The sub-committee has worked with several vendors that provide tax administration services. NBS was selected as the vendor to provide tax administration services in year one. The following deliverables will be carried out by NBS.

- Senior Exemption Process opened Friday May 29<sup>th</sup> closes June 30<sup>th</sup>
- Audit of the data to ensure accuracy of the roll
- Compliance notification (AB 2476)
- Completion and submission of accurate tax roll by August 1<sup>st</sup>.

### Attachments:

- Senior Exemption notification delivered to parcels with resident over 65y/o
- Compliance notice under AB2476
- Senior Exemption Application

### **FISCAL IMPACT:**

The cost for the senior mailer was approximately \$20,000  
NBS services for tax administration not to exceed \$49,500  
AB 2476 mailer cost is approximately \$14,800



Marin Wildfire Prevention Authority  
P.O. Box 4248  
San Rafael, CA 94913

## NOTICE OF NEW PARCEL TAX –MEASURE C

<Owner Name>

<Address1>

<Address2>



Dear Property Owner:

The Marin Wildfire Prevention Authority imposed a parcel tax.

The parcel tax will be:

- (1) Levied at a rate of: \$0.10 per building square foot on each improved agricultural, commercial, historical, industrial, multiple family residential (fewer than three dwelling units), open space, rural, single family residential (up to two dwelling units), and duplex property; \$75 per dwelling unit on each improved multiple family residential (three or more dwelling units) property; \$25 per parcel on each unimproved non-exempt vacant (0.25 acres or less) property; \$100 per parcel on each non-exempt vacant (greater than 0.25 acres up to and including 0.50 acres) property; and, \$150 per parcel on each non-exempt vacant (greater than 0.50 acres).
- (2) Collected annually via your Marin County property tax bill (mailed in October each year).
- (3) Levied for a period of ten (10) years beginning with Fiscal Year 2020/21.

If you have any questions about the tax, please contact NBS, the parcel tax administrator.

NBS (800) 676-7516

32605 Temecula Pkwy, Suite 100, Temecula, CA 92592

[customer@nbsgov.com](mailto:customer@nbsgov.com)

# ATTENTION HOMEOWNERS AGE 65 AND OVER

*You May be Eligible for  
an Exemption from Measure C*



P.O. Box 4248  
San Rafael, CA 94913

Non-Profit  
U.S. Postage  
**PAID**  
TBW

**In March, Marin County voters passed Measure C, a parcel tax measure, to create the Marin Wildfire Prevention Authority (MWPA).**

The MWPA was formed to develop and implement a comprehensive wildfire prevention and emergency preparedness program for Marin County. Key elements of this program include:

- Vegetation management
- Wildfire detection & evacuation program improvements
- Grants to residents with access and functional needs and/or low-income residents to reduce fire risk on their properties
- Public education about preparing for wildfire
- Defensible space evaluations
- Local wildfire prevention mitigation

This property tax will cost homeowners 10 cents per building square foot annually.

**There is a senior exemption available to homeowners who meet the following criteria:**

- Owner must be 65 years old, or older, by July 1, 2020
- Property must be an owner-occupied, single family residence
- Household income is equal to or lower than the U.S. Department of Housing and Urban Development (HUD) income limits used to determine eligibility for assisted housing programs; calculated on number of people in household:  
1 Person \$97,600 · 2 People \$111,550 · 3 People \$125,500 · 4 People \$139,400



For more information on eligibility, how to apply and the application for a senior exemption, visit [www.marinwildfire.org/senior-exemption](http://www.marinwildfire.org/senior-exemption) or call (800) 676-7516.

**Applications must be received or postmarked by June 30, 2020 to be considered for the 2020–2021 tax year.**

Wildfire season is upon us, and this program is critical to the safety of Marin residents. This exemption is optional so if you would like to contribute to wildfire safety in your neighborhood, you can choose to not apply for the exemption.



## MARIN WILDFIRE PREVENTION AUTHORITY

For the Meeting June 4, 2020

To: Marin Wildfire Prevention Authority Operations Committee  
From: Jason Weber, Fire Chief  
Subject: Citizens Oversight Committee

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### **RECOMMENDATION:**

Receive update on the development of application and process for the MWPA COC.

### **BACKGROUND:**

The Board of Directors will create a Citizens' Oversight Committee. The Citizens' Oversight Committee will review Authority spending on an annual basis following the report from the Treasurer. After review of the previous year's work program and the financial audit, the Citizens' Oversight Committee will adopt a report describing the extent to which the funds have been spent consistent with the tax measure and provide feedback to the Board of Directors. Citizens' Oversight Committee participants will be residents who are neither elected officials of any government entity, nor public employees of any Member. Service on the Citizens' Oversight Committee will be restricted to individuals who reside in Marin County. Participants on the Citizens' Oversight Committee will be required to submit a statement of financial disclosure and participation will be restricted to individuals without economic interest in any of the Authority's projects. The Citizens' Oversight Committee may create subcommittees to monitor the deliberations of the Board of Directors, Operations Committee, and the Advisory/Technical Committee. The Board of Directors shall appoint participants to Citizens' Oversight Committee from applications received as set forth below:

- Five participants, each residing in one of these five general geographical areas: West Marin, Novato, San Rafael, Central Marin, and Southern Marin.
- One participant from a taxpayer organization of Marin County.
- One participant from environmental organizations of Marin County.
- One participant from FIRESafe MARIN or similar fire prevention organization.
- One participant from a non-partisan civic organization such as League of Women Voters.

The MWPA Operations Committee, will be working to develop an application for the Boards consideration and ultimate selection of members to the COC.

### **FISCAL IMPACT:**

There are no associated costs to this update.



# MARIN WILDFIRE PREVENTION AUTHORITY

## Application - Citizen Oversight Committee

An applicant to become a member of the MWPA Citizen Oversight Committee (COC) should complete this online application. Applications will be reviewed by the MWPA Board of Directors.

### Name

First

Last

### Address

Address Line 1

Address Line 2

City

State

Zip Code

### Home Phone

### Cell Phone

### Email

### Do you have previous volunteer experience?

Yes  No

### Please state the reasons why you want to be on the MWPA COC.

Please list all current affiliations and any leadership roles, past or present, in Marin organizations.

**Please list relevant skills and experiences you can bring to help with the COC.**

**Please state any particular issues that concern you regarding the MWPA and its mission.**

**Please list the designated COC seats for which you are applying. (Check all that apply)**

**Geographical Area:**

- West Marin
- Novato
- San Rafael
- Central Marin
- Southern Marin

**Taxpayer Organization in Marin County**

- 
- 

**Environmental Organization in Marin County**

- 
- 

**Fire Prevention Organization**

- FIRESafe MARIN
- 

**Non-Partisan Civic Association**

- League of Women Voters
-

**Please state how many hours per month you can commit to attend multiple board meetings, committee meetings, and analysis activities.**

5 to 9 hours per month

10 to 20 hours per month

More than 20 hours per month

**Computer resources - . Interviews for this committee, as well as attendandance at meetings, may be held by video conferencing software (e.g. "Zoom", "Hangouts", etc.) Do you have access to computer and internet resources?**

Yes  No

**Are you familiar with basic business accounting, budgets, and audit reports?**

Yes  No

**File Upload - \*In addition\* to completing the fields above, you may attach a brief resume. Resumes are not accepted in lieu of responding to the questions.**