MWPA CITIZENS’ OVERSIGHT COMMITTEE
Tuesday, December 29, 2020
5:30 pm

https://zoom.us/j/93455535718

Or Telephone:
669-900-6833
Meeting ID: 934 5553 5718

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 Citizens’ Oversight 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.
   Kingston Cole
   Larry Minikes
   Stephen Keese
   Lucy Dilworth
   Rebecca Suggs
   Pat Randolph
   Larry Chu
   Max Perrey
   Carolyn Longstreth

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

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3. **Agenda Adjustments.**

4. **Open time for public expression.** The public is welcome to address the Citizen’s Oversight Committee 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 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. **Executive Officer’s Report – Verbal Report.**
   Information Only, such as information about Executive, Finance, Operations and Advisory/Technical Committee Updates.

6. **Citizens’ Oversight Committee Assignment Updates – Verbal Report.**
   Information Only – committee members to discuss their observations of their assigned MWPA Committees to monitor: Board of Directors, Executive Committee, Finance Committee, Operations Committee and Advisory/Technical Committee.

7. **Proposed Citizens’ Oversight Committee Bylaws Review.**
   Recommendation: the COC Bylaws Ad Hoc SubCommittee will discuss the draft bylaws and receive input from the COC members.

8. **Information Items.**

9. **COC Members Request Future Agenda Items.**

10. **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 Citizens’ Oversight Committee 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](http://www.marinwildfire.org)*

   Notice is hereby given that the Citizens’ Oversight 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 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 Saturday, December 26, 2020 at 5:3000 pm.

Mark Brown, Executive Officer

Citizens’ Oversight Committee Enabling Language from the Joint Powers Agreement

SECTION 8. Citizens’ Oversight Committee

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.
MARIN WILDFIRE PREVENTION AUTHORITY

CITIZENS’ OVERSIGHT COMMITTEE BYLAWS

ARTICLE I - NAME

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

ARTICLE II - PURPOSE

The purpose of the Committee is to review the MWPA’s spending and work plan and to write a report to the MWPA Board of Directors and the public. The Committee will oversee the work of the MWPA, provide feedback and participate in committee and subcommittee meetings in a voiced but non-voting capacity.

ARTICLE III - ORGANIZATION

The Committee shall consist of nine members as follows:

1. five members each residing in one of Marin’s five geographical zones - Central Marin, Novato, San Rafael, Southern Marin, and West Marin;
2. one member from a Marin County taxpayer organization;
3. one member from a Marin County fire prevention organization;
4. one member from a non-partisan Marin County civic organization; and
5. one member from a Marin County environmental organization.

Committee members shall be residents of Marin County who are neither elected officials of any government entity, nor employees of any public agency, department or organization. Members of the Committee will be required to submit a financial disclosure statement and participation will be restricted to individuals without any economic interest in projects funded by the MWPA.

Each member of the Committee shall serve for a term of 3 years. However, to provide for staggered terms, the initial Committee members will draw lots, or participate in some other random selection method, to determine whether their initial term will be for one, two or three years. Three members of the Committee will be replaced every year. Each initial term
shall commence as of July 1, 2021. No member shall be eligible to serve for more than two consecutive terms. The term of each member shall begin as of the first day of the fiscal year unless a member is replacing a member who has resigned or been removed from membership, in which case the term of the replacement member shall be for the remainder of the term of the member who has been replaced.

ARTICLE IV – MEMBERS’ RESPONSIBILITIES

Members shall:
1. attend Committee meetings;
2. attend meetings of the MWPA’s Board of Directors, Operations Committee, Advisory/Technical Committee, [partnership entities], and each of these bodies’ subcommittees, as appropriate;
3. serve on subcommittees of the Committee;
4. review and comment on detailed project and program workplans;
5. report to the public and the MWPA Board of Directors on the spending of Measure C parcel tax funds and the previous year’s work programs to evaluate consistency with the tax measure;
6. review and approve the annual official audit of the accounts and records of the MWPA;
7. perform such other duties as may be directed by action of the Committee;
8. evaluate and choose candidates for Committee membership or replacement membership, to be appointed subject to the approval of the MWPA’s Board of Directors.

No member of the Committee shall act as the official spokesperson of the Committee unless specifically authorized by the Committee.

ARTICLE V - MEETINGS

Regular meetings shall be held on the fourth Tuesday of each month. Special meetings shall be called as needed. All meetings of the Committee shall be in accordance with the provisions of the Brown Act and California Government Code Section 54956.

ARTICLE VI - OFFICERS

The Committee shall elect a Chair and a Vice Chair. These officers shall serve a six month term beginning January 1, or July 1, during any one calendar year but they can be re-elected to consecutive terms.

The duties of the Chair will be to preside over meetings; ensure the proper recording and publication of the minutes of all regular and special meetings of the Committee, maintain and
organize all Committee documents and reports.

The duties of the Vice Chair will be to perform the duties of the Chair in the absence of the Chair.

ARTICLE VII - SUBCOMMITTEES

Subcommittees will be created to monitor the meetings of the Board of Directors, Operations Committee and Advisory/Technical Committee of the MWPA, and their respective subcommittees.

ARTICLE VIII - CONDUCT OF BUSINESS

A majority of the members will constitute a quorum of the Committee. In the event of a meeting of the Committee with less than a quorum, the present members shall 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 Committee. All actions of the Committee shall be approved by a majority vote.

At every meeting of the Committee, the Committee members shall set the agenda for the following meeting.

ARTICLE IX – 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 approval at a meeting of the MWPA Board of Directors. These Bylaws may be amended or repealed, and new Bylaws created by the majority vote of the full Committee, subject to the approval of the MWPA Board of Directors. Any member of the Committee may propose amendments to the Bylaws.
JPA Structure

COC

BOD

OPS

ATC