MWPA FINANCE COMMITTEE
MID-YEAR/POLICY REVIEW AGENDA
Tuesday, December 8, 2020
10:00 a.m.

https://zoom.us/j/97404175381
Or Telephone:
+1 669 900 6833
Meeting ID: 974 0417 5381

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
   - David Kimball
   - Cathryn Hilliard
   - Tom Finn
   - Jason Weber
   - Dan Schwarz

3. Agenda Adjustments.

AGENDAS & STAFF REPORTS ON-LINE www.marinwildfire.org
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, make recommendations to the Executive Officer and Treasurer for any needed budget adjustments and give direction to bring them to the Board of Directors for approval.

   5a. Review of Mid-Year Budget Status.pdf

6. **Financial Policy Review.**

   Recommendation: That the Committee review the draft financial policies, make recommendations to the Executive Officer and Treasurer and give direction to bring them to the Board of Directors for approval.


7. **Planning and Program Manager Salary Range and Allocation.**

   Recommendation: That the Committee review the draft salary range and benefit package and provide feedback if these funds should be considered Administrative funds, in part or in whole.

   7a - MWPA Position Descriptions - Authority to Create Planning-Program Manager Position
   7b-MWPA Final Plng _ Program Mgr - Ops 11.24.20
   7c-MWPA Final Draft Prog Plng Mgr Ops Comp Memo 11.24.20

8. **Information Items.**

9. **Committee 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 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, December 4th, 2020 at 10:00 am.

____________________________________
Mark Brown, Executive Officer
RECOMMENDATION:

Approve the proposed budget amendments, and/or offer alternative amendments.

BACKGROUND:

The MWPA is a new organization in its first year of operations, and as such had no past historical financial data on which to base its budget. To date there are three budget lines that will exceed their budgeted amounts; this report identifies those budget lines and proposes new budget amounts for these respective lines so that the budget will be a more accurate reflection of the projected actual costs.

ANALYSIS:

The following three budget lines exceed or are anticipated to exceed their budgeted amounts:

1. 6200 · Financial & Admin Services – Proposed $106,384
   The contract for services and office space with the Southern Marin Fire Protection District was $108,144. Prorated for office space beginning on October 1, 2020, the amended amount would be $106,384.

2. 6250 · FSM Chipper Program – Proposed $740,000
   The FireSafe Marin chipper program is proving to be effective and will be utilized more than anticipated. This increase was approved by the Board at the September Board of Directors Meeting.
3. 6450 · Legal Services – Proposed $150,000

Actual legal fees had already exceeded the budgeted amount by September 2020. The proposed amendment to this line is based on estimates from the law firms the MWPA anticipates working with.

For the remainder of the fiscal year, we are budgeting the following amounts for each law firm:

Epstein and Holtzapple - $43,200
Remy Moose Manley - $35,100
Burke, Williams and Sorensen - $10,000

With the fees already paid and the estimates for the remainder of the fiscal year we feel $150,000 with be adequate with some contingencies built in.

FISCAL IMPACT:

The proposed budget amendments would increase the budgeted expenditures by $381,384:

<table>
<thead>
<tr>
<th>Budget Line</th>
<th>Budget</th>
<th>Proposed Budget</th>
<th>Increase/Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>6200 · Financial &amp; Admin Services</td>
<td>100,000</td>
<td>106,384</td>
<td>6,384</td>
</tr>
<tr>
<td>6250 · FSM Chipper Program</td>
<td>500,000</td>
<td>740,000</td>
<td>240,000</td>
</tr>
<tr>
<td>6450 · Legal Services</td>
<td>15,000</td>
<td>150,000</td>
<td>135,000</td>
</tr>
<tr>
<td><strong>Total Proposed Increase/(Decrease) to Budget:</strong></td>
<td><strong>381,384</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ENVIRONMENTAL REVIEW:

Approval of the proposed budget amendments does not constitute 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,

Alyssa Schiffmann
Treasurer

ATTACHMENTS:
Current Budget Report as of 12/7/2020
Proposed Amended Budget
### Marin Wildfire Prevention Authority

#### FY21 Current Budget Report

- **Thru Dec 7, 2020**

<table>
<thead>
<tr>
<th>Description</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 - Measure C</td>
<td>0</td>
<td>19,325,698</td>
<td>(19,325,698)</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>0</td>
<td>19,325,698</td>
<td>(19,325,698)</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000 - Defensible Space Program</td>
<td>0</td>
<td>3,865,140</td>
<td>(3,865,140)</td>
</tr>
<tr>
<td>6100 - Envirnmtl. Compliance/Monitoring</td>
<td>0</td>
<td>150,000</td>
<td>(150,000)</td>
</tr>
<tr>
<td>6150 - Evacuation Study</td>
<td>0</td>
<td>1,000,000</td>
<td>(1,000,000)</td>
</tr>
<tr>
<td>6200 - Financial &amp; Admin Services</td>
<td>0</td>
<td>100,000</td>
<td>(100,000)</td>
</tr>
<tr>
<td>6250 - FSM Chipper Program</td>
<td>434,482</td>
<td>500,000</td>
<td>(65,518)</td>
</tr>
<tr>
<td>6300 - FSM NOAA Weather Radios</td>
<td>26,948</td>
<td>35,000</td>
<td>(6,052)</td>
</tr>
<tr>
<td>6350 - FSM Public Education</td>
<td>157,027</td>
<td>560,000</td>
<td>(402,973)</td>
</tr>
<tr>
<td>6400 - FSM Red Flag Signage</td>
<td>3,240</td>
<td>10,000</td>
<td>(6,760)</td>
</tr>
<tr>
<td>6450 - Legal Services</td>
<td>48,867</td>
<td>15,000</td>
<td>33,867</td>
</tr>
<tr>
<td>6500 - Local Specific Prevention</td>
<td>0</td>
<td>3,865,140</td>
<td>(3,865,140)</td>
</tr>
<tr>
<td>6550 - Personnel</td>
<td>24,150</td>
<td>400,000</td>
<td>(375,850)</td>
</tr>
<tr>
<td>6600 - Services &amp; Supplies</td>
<td>9,066</td>
<td>85,000</td>
<td>(75,934)</td>
</tr>
<tr>
<td>6650 - Start Up Costs</td>
<td>172,356</td>
<td>250,000</td>
<td>(77,644)</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>878,135</td>
<td>10,835,280</td>
<td>(9,957,145)</td>
</tr>
</tbody>
</table>

| Net Excess/(Deficiency) | (878,135) | 8,490,418 |         |
## Marin Wildfire Prevention Authority
### FY21 Proposed Amended Budget

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 · Measure C</td>
<td>0</td>
<td>19,325,698</td>
<td>(19,325,698)0%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>0</td>
<td>19,325,698</td>
<td>(19,325,698)0%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6000 · Defensible Space Program</td>
<td>0</td>
<td>3,865,140</td>
<td>(3,865,140)0%</td>
</tr>
<tr>
<td>6100 · Envrnmnt. Compliance/Monitoring</td>
<td>0</td>
<td>150,000</td>
<td>(150,000)0%</td>
</tr>
<tr>
<td>6150 · Evacuation Study</td>
<td>0</td>
<td>1,000,000</td>
<td>(1,000,000)0%</td>
</tr>
<tr>
<td>6200 · Financial &amp; Admin Services</td>
<td>0</td>
<td>106,384</td>
<td>(106,384)0%</td>
</tr>
<tr>
<td>6250 · FSM Chipper Program</td>
<td>434,482</td>
<td>740,000</td>
<td>(305,518)59%</td>
</tr>
<tr>
<td>6300 · FSM NOAA Weather Radios</td>
<td>28,948</td>
<td>35,000</td>
<td>(6,052)83%</td>
</tr>
<tr>
<td>6350 · FSM Public Education</td>
<td>157,027</td>
<td>560,000</td>
<td>(402,973)28%</td>
</tr>
<tr>
<td>6400 · FSM Red Flag Signage</td>
<td>3,240</td>
<td>10,000</td>
<td>(6,760)32%</td>
</tr>
<tr>
<td>6450 · Legal Services</td>
<td>48,867</td>
<td>150,000</td>
<td>(101,134)33%</td>
</tr>
<tr>
<td>6500 · Local Specific Prevention</td>
<td>0</td>
<td>3,865,140</td>
<td>(3,865,140)0%</td>
</tr>
<tr>
<td>6550 · Personnel</td>
<td>24,150</td>
<td>400,000</td>
<td>(375,850)6%</td>
</tr>
<tr>
<td>6600 · Services &amp; Supplies</td>
<td>9,066</td>
<td>85,000</td>
<td>(75,934)11%</td>
</tr>
<tr>
<td>6650 · Start Up Costs</td>
<td>172,356</td>
<td>250,000</td>
<td>(77,644)69%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>878,135</td>
<td>11,216,664</td>
<td>(10,338,529)8%</td>
</tr>
</tbody>
</table>

**Net Excess/(Deficiency)**

(876,135)  8,109,034
RECOMMENDATION:

Review the attached policies; approve and/or offer modifications to the attached policies.

BACKGROUND:

The MWPA is a new organization in its first year of operations, and as such needs to establish a new set of financial policies. The attached six policies are the first in a series of approximately 15 total policies; these six policies were prioritized due to the immediate need to give staff guidance regarding current financial procedures.

ANALYSIS:

The attached policies are intended to provide guidance to staff for financial transactions, ensure that the Authority’s assets are reasonably protected from misuse or fraud, and to comply with governmental regulations. The policies attached for review are summarized below:

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1201</td>
<td>Purchasing Policy</td>
<td>Provide guidance to staff for purchasing</td>
</tr>
<tr>
<td>1202</td>
<td>Credit Card Purchasing Policy</td>
<td>To establish guidelines for proper documentation/use of credit cards</td>
</tr>
<tr>
<td>1203</td>
<td>Fund Disbursement Policy</td>
<td>Guidelines for disbursing funds to member agencies</td>
</tr>
<tr>
<td>1204</td>
<td>Accounting, Auditing &amp; Financial Reporting Policy</td>
<td>Keep BOD apprised of financial activities, provides auditing guidance</td>
</tr>
<tr>
<td>1205</td>
<td>Internal Control &amp; Whistleblower Policy</td>
<td>Guidelines for establishing internal controls for preventing fraud, protecting whistleblowers</td>
</tr>
<tr>
<td>1215</td>
<td>Web Transparency</td>
<td>To ensure compliance with California Government Code §53908</td>
</tr>
</tbody>
</table>
Policies which are still in the review process and will need input from the finance committee are as follows:

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>1206</td>
<td>Budget Preparation Process Policy</td>
<td>Provides guidance on annual budget preparation process.</td>
</tr>
<tr>
<td>1207</td>
<td>Insurance Policy</td>
<td>Outlines insurance requirements for MWPA &amp; subcontractors</td>
</tr>
<tr>
<td>1208</td>
<td>Depreciation Policy</td>
<td>Establishes depreciation guidelines</td>
</tr>
<tr>
<td>1210</td>
<td>Disposition of Surplus Property Policy</td>
<td>Outlines procedures for disposing of property</td>
</tr>
<tr>
<td>1211</td>
<td>Grant Application &amp; Approval</td>
<td>Outlines grant application process. May not be applicable.</td>
</tr>
<tr>
<td>1216</td>
<td>Compensation of Elected or Appointed Officials</td>
<td>May not be applicable to MWPA.</td>
</tr>
<tr>
<td>1217</td>
<td>Reserve Balance Policy</td>
<td>Establish a policy for a reserve fund balance</td>
</tr>
</tbody>
</table>

**FISCAL IMPACT:**

The attached policies will not have a direct fiscal impact, but will impact fiscal decisions.

**ENVIRONMENTAL REVIEW:**

Approval and review of the attached financial policies does not constitute 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,

Alyssa Schiffmann
Treasurer

**ATTACHMENTS:**

#1201 Purchasing Policy
#1202 Credit Card Purchases Policy
#1203 Fund Disbursement Policy
#1204 Accounting, Auditing & Financial Reporting Policy
#1205 Internal Control & Whistleblower Policy
#1215 Web Transparency - Compensation
PURCHASING POLICY

1201.1 POLICY
Purchases will be made in alignment with the adopted budget, as adopted by the Board of Directors annually. The Authority’s fiscal year is July 1 through June 30.

1201.2 PURPOSE
This policy is intended to be a working document for the purpose of establishing guidelines for the purchasing of supplies, equipment, and services. This policy will define expenditure limits and the processes to be followed within those limits - under normal and emergency circumstances - in order to ensure that purchases are in alignment with the budget, and that Executive Officer has the guidelines necessary for a streamlined purchasing process that also allows for efficient and accurate recordkeeping.

1201.3 DEFINITIONS
Change Order: A written alteration that is issued to modify an existing contract or purchase order.

Purchasing Agent: The Authority’s Executive Officer. It is the purchasing agent's responsibility to check the monthly budget report and make sure that all purchases are correctly allocated.

Purchase Order: A purchase order (PO) is a written contract for equipment, supplies, services and/or fixed assets with a specified vendor. A PO becomes a legally binding contract. It can stand alone or include attachments for clarification purposes.

Vendor: A supplier/seller of goods and services.

1201.4 ETHICAL STANDARDS FOR PURCHASING
When conducting Authority business with the business community, it is every Authority member's responsibility to follow good business and ethical practices and to adhere to the Authority's policies. This is a duty that should not be taken lightly as it is a duty under the law (CA Public Contract Code §20163). All vendors should be treated equally and fairly at all times by Authority personnel, with equal information given to each vendor who participates in a competitive situation.

It is a breach of ethical purchasing standards for Authority personnel to accept gifts, rebates, money, entertainment, personal services, or in any way incur material personal gain for themselves or their families from any vendor doing business with the Authority or from any potential Authority vendor, or if circumstances create the impression that one’s vote, judgment or action could be affected, or that staff are being rewarded for the performance or nonperformance of an official duty or if the item is of a value that exceeds statutory limits. Promotional items of nominal value such as calendars, pens, etc. shall not constitute a gift if received as a non-personal item by the employee and the item is distributed to customers or potential customers routinely by the contributor.
Purchasing Policy

1201.5 METHODS OF PROCUREMENT

1. Purchase Order: A PO encumbers a specified amount ($6,000 or more) to provide specified equipment, supplies, services, and/or fixed assets. Regular POs may be paid through a one-time payment of an amount up to the PO amount at the conclusion of performance (delivery of materials, services, etc), or in incremental (progress) payments as provided in a contract. When a PO is submitted to a vendor, the Treasurer and Executive Officer must also receive copies. Any change orders to existing POs or contracts must be signed by the Executive Officer.

2. Request for Check: A Request for Check (RFC) is authorization to process payments without a PO for employee reimbursements or for payment for specific materials or services with appropriate documentation and authorization. Said form should be submitted to the Treasurer or Executive Officer. If the expenditure was not authorized, reimbursement may be withheld.

Checks are issued on a biweekly basis. The deadline to submit an RFC is 8:00 am on the Thursday before the following payroll.

3. CalCard Credit Card: Credit card purchases require proper documentation to be submitted with the monthly CalCard reconciliation report filed by the cardholder by the 15th of the month. Under no circumstances may the CalCard be used for non-Authority related charges. See Credit Card Purchases Policy 1202 for details.

4. Business Charge Accounts: These are charge accounts the Authority may establish in advance for the purchase of products, from vendors with whom the Authority does repeat business. When signing for a charge purchase, an employee must sign with a legible signature, or also print their name next to their signature. If the employee is not an eligible signer on the account, the employee must request to be added to the list before making the purchase. Contact the Executive Officer to be added to the list of authorized signers for a particular vendor.

Use of charge accounts requires that the budget line for each purchase be referenced on the receipt or in the PO section with the vendor.

New charge accounts require approval from the Executive Officer.

1201.6 EXPENDITURE GUIDELINES AND LIMITS - NORMAL

Resources to purchase goods and services for the Authority's operations are identified in the approved annual budget by budget line. It is the purchasing agent’s responsibility to ensure that expenditures are applied to the appropriate existing budget lines and that adequate funding exist within the budget line. In the event a purchase is required for an unbudgeted expense or will cause a budget line to exceed the budgeted amount, the Executive Officer must be informed for approval. For emergency circumstances, see section 1201.9 on Emergency Guidelines and Limits.

The following guidelines pertain to expenditures that were approved in the annual budget. If the need for an expenditure arises that was not already approved by the Board through the annual budget approval process, the Executive Officer has discretion to approve an expenditure up to $45,000, provided the expenditure will not cause the affected budget line to finish over-budget.
1201.6.1 SUPPLIES AND EQUIPMENT

1. Purchasing agent does not need approval for purchases that are already accounted for in the budget, unless the purchase is for a single item or service over **$6,000**, or if they are approaching their budget line’s limit. All documentation must be forwarded to the Treasurer with budget lines referenced.

2. Expenditures between **$6,000** and **$60,000** require a formal purchase order prior to purchase. The PO must be approved by the purchasing agent and the Executive Officer. Such expenditures should already be accounted for in the budget.

3. Expenditures between **$60,000** and **$200,000** require an informal bidding process (a minimum of three written quotations from qualified vendors), or participation in a cooperative purchasing program. The final PO must be approved by the purchasing agent and the Executive Officer. Such expenditures should already be accounted for in the budget.

4. Expenditures for public works projects that are over **$200,000** require a formal bidding process (a formal public written bid notice or request for proposals [RFP] soliciting formal written bids) or participation in a cooperative purchasing program. The final PO must be approved by the purchasing agent and the Executive Officer. Such expenditures should already be accounted for in the budget.

1201.6.2 CONTRACT SERVICES

Contracts for services will be awarded pursuant to the following guidelines. Staging of purchases in order to avoid these competitive bidding procedures or authorization limits is prohibited.

Cost will not be the sole criterion in selecting the successful bidder. Consultant proposals will be evaluated based on a combination of factors that result in the best value to the Authority, including but not limited to:

(a) Understanding of the work required by the Authority.
(b) Quality and responsiveness of the proposal.
(c) Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required.
(d) Recent experience in successfully performing similar services.
(e) Proposed methodology for completing the work.
(f) References.
(g) Background and related experience of the specific individuals to be assigned to the project.
(h) Proposed compensation.

If it is determined that it is in the best interest of the Authority for services other than construction, to be provided by a specific consultant – with contract terms, work-scope and compensation to be determined based on direct negotiations – contract award will be made by the Board of Directors.
GUIDELINES FOR CONTRACT SERVICES:

1. Contracts for budgeted consultant services estimated to cost less than $15,000 may be awarded by the Executive Officer. Although no specific purchasing requirements are established for this level of contract, proposals should be solicited whenever practical.

2. Contracts for budgeted consulting services estimated to cost between $15,000 and $60,000 may be awarded by the Executive Officer. Proposals from at least three firms should be solicited whenever practical.

3. Contracts for public works projects (new construction, alterations, installation, demolition or repair services), shall be bid according to the California Uniform Public Construction Cost Accounting Act (CUPCCAA), PCC Section 22000 et seq. Public Works construction projects up to $60,000 may be done without competitive bidders. Projects between $60,000 and $200,000 must be informally bid. With construction projects that exceed $200,000, a formal bidding process is required. It is the responsibility of the Executive Officer to ensure that the Authority is in compliance with the CUPCCAA. It is the responsibility of the Board to approve all formally bid contracts.

4. Contracts for budgeted public works projects that exceed $15,000 must follow the regulations required in SB 854.

5. Contracts for services estimated to cost more than $25,000 will require approval by the Board of Directors, generally awarded pursuant to the following guidelines; however, it is recognized that the Authority’s need for services will vary from situation to situation, and accordingly, flexibility will be provided in determining the appropriate evaluation and selection process to be used in each specific circumstance.

6. The Board should generally approve request for proposal (RFP) or request for qualifications (RFQ) documents before they are issued. The Board may authorize the Executive Officer to award the contract if it is less than or equal to the Board-approved cost estimate and there are no substantive changes to the approved work-scope. Otherwise, Board award of the contract is required.

7. In the event that the timely evaluation and selection of consultant precludes Board approval of the RFP/RFQ before it is issued, the RFP/RFQ may be approved and distributed by the Executive Officer; however, award of the contract will be made by the Board of Directors.

1201.7 EXPENDITURE GUIDELINES AND LIMITS - EMERGENCY
The scope of this section of the policy shall be limited only to the emergency procurement of goods, equipment, and services exceeding $10,000, and that are necessary to meet the emergency.

An emergency shall only apply to an unexpected and pressing situation that requires swift and immediate procurement action apart from regular procurement procedures and is essential to public life, health, welfare, or safety of the Authority.

These procedures shall not be allowed for satisfying personal preferences or conveniences, or for any reason that seems to circumvent regular procurement methods. Purchasing agents must
anticipate their needs for goods, equipment, and services so as to avoid requesting emergency procurements that are as a result of inadequate planning, forecasting or overlooked requirements.

In case of emergency, it is not advantageous or practicable for the Authority to use competitive proposals and award methods. Therefore, the Executive Officer may waive competitive proposal requirements and approve the emergency purchase/contract of goods, equipment, or services after making a written finding, supported by reasons that an emergency exists.

Emergency procurement that does not provide the Authority with the opportunity to obtain maximum competitive pricing should be kept to a minimum. Agreements entered into for purchase or contracts awarded in a manner inconsistent with emergency procurement procedures by any person shall be voidable by the Authority.

Emergency Procurement must be authorized by the Executive Officer. Purchases awarded on an emergency basis shall be submitted to the Board of Directors for ratification at their next scheduled meeting.

1201.8 DEFINITIONS

Emergency as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action by the Executive Officer to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

State of war emergency means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

State of emergency means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

Local emergency means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of the Authority caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake, tsunami, or other conditions (other than conditions resulting from a labor controversy), which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the
PURCHASING POLICY

Authority and require the combined forces of other political subdivisions to combat.

Hazardous material emergency response includes, but is not limited to, assessment, isolation, stabilization, containment, removal, evacuation, neutralization, transportation, rescue procedures, or other activities necessary to ensure the public safety during a hazardous materials emergency.

Sudden and severe energy shortage means a rapid, unforeseen shortage of energy, resulting from, but not limited to, events such as an embargo, sabotage, PG&E Public Safety Power Shutoff, or natural disasters, and which has statewide, regional, or local impact.

1201.9 PROCEDURE - EMERGENCY EXPENDITURES
Whenever an emergency condition exists and there is an immediate need to procure goods, equipment, or services exceeding $10,000, the procurement procedure for such commodities shall be as follows:

• In case of emergency, the requesting chief officer shall first identify those supplies or services necessary to meet the emergency.

• Prior to seeking quotes, the Executive Officer is strongly encouraged to contact the member agencies, or Treasurer to determine if a governmental contract exists, that can meet the emergency need.

• The requesting member agency shall attempt to obtain written quotes/proposals from at least three (3) prospective vendors. To the extent possible, users are encouraged to solicit proposals/quotations from local and minority/women owned businesses.

Member Agencies may contact the Treasurer or other member agencies for assistance in identifying prospective vendors to obtain quotes and ensuring compliance with procurement procedures.

Upon determining the quote/proposal most favorable to the Authority and prior to making the emergency purchase, the member agency shall submit to the Executive Officer in writing, the following information:

• A description of the goods, equipment, or services necessary to meet the emergency.

• An explanation of the circumstances of the emergency.

• A list of vendors solicited, and the quotes/proposals received.

• The reason for selection of a particular vendor.

• The total costs required for the emergency procurement.

• The budget line(s) from which funds are to be expended.

• The governmental entity and bid contract number, if applicable.

Should the Executive Officer determine an emergency exists he may waive competitive proposal requirements and approve, by signature, the emergency request not to exceed $45,000. This is due to the need for the protection of life and property in collaboration with the Board President, whom both may determine that there is a local emergency.

Upon review and approval by the Executive Officer the approved memo with all supporting
PURCHASING POLICY

documentation shall be submitted to the Treasurer.

Immediately following the stabilization of the emergency, the Executive Officer shall prepare and submit a cover memo waiving competitive proposal requirements with the supporting documentation of the procurement action to the Board of Directors for ratification at their next scheduled meeting. Waiver of the competitive proposal requirements to procure goods, equipment, or services on an emergency basis does not require formal Board action.

Should the Executive Officer disapprove the emergency purchase/contract, the acquisition of goods, equipment, or services shall follow normal procurement procedures.

DOCUMENTATION

The Executive Officer shall retain procurement records and files for at least a three-year period, or such longer period as required by applicable statute or law.

For transactions in excess of $10,000, the procurement records and files shall include the following where applicable:

- All formal bid documentation generated by the selection process.
- Basis for professional services selection.
- Justification for procurement
CREDIT CARD PURCHASES POLICY

1202.1 PURPOSE
To establish a policy for the use of Authority issued credit card(s) when conducting Authority business, and to provide procedures for the documentation and approval process of these expenditures.

1202.2 POLICY
It shall be the Authority’s policy that credit cards are to be used for Authority purchases only.

All credit card slips and receipts for credit card expenditures must be properly coded, signed, documented, and submitted by the authorized cardholder to the Treasurer by the 15th of the month following the credit card statement.

Lost or stolen credit cards shall be reported immediately to the Treasurer.

Credit card purchases are not a substitute for purchasing items that are more appropriate for purchase orders, claims, etc.

The credit card shall not to be used as a device to circumvent normal purchasing procedures and thereby encourage unnecessary “emergency” spending.

Authorized credit card account holders include the Executive Officer and the Treasurer. Any new accounts require approval by the Board.

1202.3 RESPONSIBILITY
Authorized cardholders shall be responsible for the administration and approval of all credit card purchases made with their credit card.

1202.4 PROCEDURE

By the 15th of each month, each cardholder shall return their monthly credit card statement with the CalCard Submittal Form indicating the following for each transaction:

• description of transaction
• the project or event that the item was used for
• provide the name of other person(s) present and the purpose or topic of business for dining/meal charges
• The budget line to allocate the expense to
• The receipt for purchase
CREDIT CARD PURCHASES POLICY

In the event that a receipt is lost, or damaged beyond legibility, the individual who made the purchase shall obtain a duplicate receipt or complete a Missing Receipt Statement Form as soon as practical; but no later than the end of the current credit card statement period.

For automatic or recurring charges, indicate the budget line item on the CalCard Submittal Form. A receipt is preferred but not required.

All credit card expenditures are included in the monthly financial reports to be reviewed by the Board of Directors.

UNLAWFUL PURCHASES

If any credit card transactions are made contrary to the provisions of this Policy, the transaction may be declared void. Depending on the circumstances, the individual who made and/or authorized the purchase may be personally liable for the purchase amount, which may be recovered by the Authority.
FUND DISBURSEMENT POLICY

1203.1 POLICY
The method for disbursing funds to member agencies will be designed to maximize transparency, ensure accountability, and ensure conformance with environmental requirements.

1203.2 PURPOSE
This policy is intended to be a working document for the purpose of establishing guidelines for the disbursement of MWPA funds to all member agencies. This policy will define the different types of funds to be disbursed, outline the timeline for such disbursements, and define the responsibilities for the member agencies and the MWPA in the accounting of these funds.

1203.3 DEFINITIONS
Member Agency: One of the 17 agencies participating in the MWPA’s mission and thereby receiving MWPA funds.

Defensible Space Program: Each member agency is eligible to receive its proportionate share of MWPA funds for the purpose of implementing or expanding their Defensible Space and Home Hardening Programs.

Local Specific Prevention: Each member agency is eligible to receive its proportionate share of MWPA funds for the purpose of addressing the respective needs or projects unique to each member agency.

1203.4 DEFENSIBLE SPACE PROGRAM

1203.4.1 DISBURSEMENT OF DEFENSIBLE SPACE PROGRAM FUNDS
For those member agencies that opt out of the MWPA shared seasonal Defensible Space Program (DSP) and instead choose to maintain local control, the proportionate share of an agency’s DSP funds (as per the MWPA annual budget) will be disbursed according to the following timetable:

- **First week of January**: 55% of proportionate share of funds
- **Last week of May**: 40% of proportionate share of funds
- **Last week of June**: 5% of proportionate share of funds

1203.4.2 MEMBER AGENCY REPORTING REQUIREMENTS
Member agencies are required to submit expense reports to the Treasurer on a quarterly basis. These reports are due by the end of the month following the end of a quarter and should include
FUND DISBURSEMENT POLICY
the date, vendor name, amount, and description of the purchase.
Subsequent funds will not be disbursed if an agency’s quarterly reports have not been submitted.

1203.4.3 UNUSED DEFENSIBLE SPACE PROGRAM FUNDS
If a member agency does not spend all of the DSP funds they may be rolled over and used in a subsequent fiscal year and the reserves need to be shown in the quarterly budget reports.

1203.5 LOCAL SPECIFIC PREVENTION PROGRAM
1203.5.1 DISBURSEMENT OF LOCAL SPECIFIC PREVENTION PROGRAM FUNDS
Member agencies will receive their proportionate share of the Local Specific Prevention Program funds according to the following table:

- First week of January: 55% of proportionate share of funds
- Last week of May: 40% of proportionate share of funds
- Last week of June: 5% of proportionate share of funds

1203.5.2 MEMBER AGENCY REPORTING REQUIREMENTS: LOCAL SPECIFIC PREVENTION PROGRAM FUNDS
Member agencies are required to submit expense reports to the Treasurer on a quarterly basis. These reports are due by the end of the month following the end of a quarter and should include the date, vendor name, amount, and description of the purchase.

1203.5.3 CALIFORNIA ENVIRONMENTAL QUALITY ACT REQUIREMENTS
It is understood that costs related to environmental compliance are allowable compliance costs. Any projects requiring substantial environmental compliance must be in conformance with the California Environmental Quality Act (CEQA) before commencement of work. All such projects must submit proof of conformance with CEQA, such as a Notice of Exemption, Negative Declaration, Mitigated Negative Declaration, Notice of Determination, with expenditure.

1203.5.4 UNUSED LOCAL SPECIFIC PREVENTION PROGRAM FUNDS
If a member agency does not spend all of the LSP funds they may be rolled over and used in a subsequent fiscal year and the reserves need to be shown in the quarterly budget reports.
ACCOUNTING, AUDITING AND FINANCIAL REPORTING POLICY

1204.1 POLICY
The Marin Wildfire Prevention Authority (“Authority”) will conform to Generally Accepted Accounting Principles as promulgated by the Governmental Account Standards Board (GASB). Reporting will include the following:

1. Financial Reports: The Treasurer will prepare monthly reports for the Executive Officer and the Board of Directors that analyze and evaluate financial performance.

2. Red Flag Exceptions: The Executive Officer shall advise the Board of Directors of troubling and/or positive financial information including an assessment of the impact on the Authority's budget and financial condition.

1204.2 PURPOSE
Keep the Board of Directors apprised of the financial condition of the various Authority funds. This includes an early alert on major exceptions that can have a positive or negative impact on the Authority’s Budget.

1204.3 DEFINITIONS AND DETAILS

1. Monthly financial reports will be prepared and submitted by the Treasurer to the Executive Officer and transmitted to the Board of Directors.

2. During times of high or unusual activity, the Treasurer and Executive Officer may elect to increase the frequency of formal financial presentations.

3. In general, a red flag exception occurs whenever a major expenditure or revenue exception is not in alignment with the Authority's projections, as defined in the annual budget. Anomalies that occur will be called out in the financial report using the following guidelines:
   (a) Expenditures: The Treasurer will include in the header of the monthly report the percent of the budget completed to-date (according to the number of days into the fiscal year), and will highlight in red any expenditure lines that are higher than the calculated percentage, providing an explanation for the overage.
   (b) Revenues: As soon as fluctuations are known, the Treasurer will provide an explanation for the exception in the revenue section of the budget report.

1204.4 ANNUAL AUDIT
The Authority will retain an independent auditing firm each year to perform an annual audit. Per Government Code section 12410.6.(b), the Authority will retain a new lead audit partner at least every six years.
INTERNAL CONTROL & WHISTLEBLOWER POLICY

1205.1 POLICY
The Marin Wildfire Prevention Authority (“Authority”) shall maintain an environment conducive to effective internal control, and have in place procedures for the reporting of suspected fraud, waste or abuse.

1205.2 PURPOSE
To prevent, deter, and detect material misstatements due to fraud; to provide the Board of Directors with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition; to encourage employees to report information concerning any allegations of fraud, waste or abuse without fear of retaliation; and to reinforce the expected values and behaviors of Authority employees because of their role as guardians of the public trust and resources.

1205.3 DEFINITIONS
Internal Control - Comprises the plan of organization and all of the coordinated methods and measures adopted within the Authority to safeguard its assets, check the accuracy and reliability of its assets, check the accuracy and reliability of its accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. (This is the broad definition, recognizing that a “system” of internal control extends beyond those matters which relate directly to the accounting and finance functions.)

This broad definition can be subdivided into two components; accounting and administrative, as follows:

(a) Accounting controls comprise the plan of organization and all the methods and procedures that are concerned mainly with, and relate directly to, the safeguarding of assets and the reliability of the financial records.

(b) Administrative controls comprise the plan of organization and all the methods and procedures that are concerned mainly with operational efficiency and adherence to managerial policies and usually relate only indirectly to the financial records.

This policy is concerned primarily with the “Accounting Controls” and when the terms “internal controls” or “controls” are used, it is meant as Accounting Controls.

Inherent in these controls is the recognition that the cost of internal control should not exceed the benefits expected to be derived. Also, internal controls may become inadequate as conditions change, thus requiring review and modification of these controls.

Fraud - The Association of Certified Fraud Examiners defines occupational fraud as “the use of one’s occupation for personal enrichment through the deliberate misuse or misapplication of the employing organization’s resources or assets.” Some examples of possible fraud include theft of Authority funds or property, accepting or soliciting a bribe or
kickback, falsifying payroll information, falsifying financial records to hide theft, submitting a false voucher, or using Authority property for non-Authority business.

**Waste** - Waste can be intentional or unintentional and can involve unnecessary or extravagant expenditures or misuse of Authority resources.

**Abuse** - This is the use of an employee’s position in the Authority to obtain personal gain for that employee or for someone else like a family or friend.

**1205.4 RESPONSIBILITY**
The Board of Directors and Executive Officer are responsible for designing appropriate controls, and the Executive Officer is responsible for their implementation.

**1205.5 BASIC ELEMENTS OF INTERNAL CONTROL**
1. **Personnel** - Objectives are dependent on competence and integrity of personnel and their understanding of prescribed procedures.
2. **Computer Data Processing** - Control over development, modification, and maintenance of computer programs; control over use and changes to data maintained on computer files; application controls.
3. **Segregation of Duties** - Procedures that are designed to detect errors and irregularities should be performed or verified by persons other than those who are in a position to generate them.
4. **Execution of Transactions** - There is reasonable assurance that transactions are executed as authorized in compliance with Authority financial policies.
5. **Recording of Transactions** - To permit preparation of financial statements, transactions are recorded in the proper period, amounts, and classifications.
6. **Access to Assets** - Both direct physical access and indirect access through preparation/processing of documents that authorize the use or disposition of assets be limited to authorized personnel.
7. **Comparison of Recorded Accountability with Assets** - Comparison of actual assets with the recorded accountability, such as bank reconciliations and physical inventories.

An annual review of the plans will be performed, and modifications made as required (or as a result of internal or external audits) or new legal requirements or Governmental Accounting Standards Board (GASB) changes.

**1205.6 INTERNAL CONTROL ACCOUNTING PROCEDURES**
In order to safeguard the Authority’s assets, the following accounting procedures are to be followed:

**Checks:**
(a) All checks require two signatures.
(b) For checks exceeding $300,000, one of the two signatures must be the Board President or Vice-President’s.
(c) All checks must have backup documentation approved either by the Executive Officer or a board member.
(d) New vendors must submit a completed W9 form for payment.
INTERNAL CONTROL & WHISTLEBLOWER POLICY

Recurring Electronic Payments:

(a) MWPA pays various time-sensitive yet routine bills by automatic debit from the payroll account. All debits are approved by the Executive Officer by signature of vendor’s bill. The Bank of Marin payroll bank statement will be approved by the Executive Officer or Board President and included in each month’s financial reports to the Board of Directors.

(b) The vendor(s) currently on automatic debit are: Paychex. New vendors may be added to this list at the discretion of the Treasurer, with the written approval of the Executive Officer or Board President or Vice President.

Cash:

(a) The Authority does not engage in cash transactions.

Credit Card Purchases:

a) All credit card charges require backup documentation in the form of a receipt, or if a receipt is not available then an explanation.

b) The documentation must be approved by the Executive Officer.

Payroll Reports and Transactions:

a) All Paychex payroll reports must be reviewed and signed by a director.

One-Time Wire Transfers/Electronic Payments

a) Certain circumstances may warrant an expense to be paid via wire or electronic payment/automated clearing house (ACH) transfer. With prior written approval from the Executive Officer, the Treasurer will initiate the transfer with the Bank of Marin.

Deposits:

a) The Treasurer will prepare deposits.

1205.7 FRAUD, WASTE AND ABUSE

1205.7.1 ACTIONS CONSTITUTING FRAUD

(a) Any dishonest or fraudulent act

(b) Forgery or alteration of any document or account belonging to MWPA

(c) Forgery or alteration of a check, bank draft, or any other financial document

(d) Misappropriation of funds, securities, supplies, equipment, or other assets of MWPA

(e) Impropriety in the handling or reporting of money or financial transactions

(f) Disclosing confidential and proprietary information to outside parties

(g) Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to MWPA.

(h) Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment
1205.8 PROCEDURES FOR REPORTING SUSPECTED FRAUD, WASTE OR ABUSE

An employee or MWPA member who discovers or suspects fraudulent activity will contact the Executive Officer and Board President / Vice-President immediately and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act. If the suspected fraudulent activity involves the Executive Officer, the complainant may contact the President or Vice-President of the Board. Pursuant to notification, the Executive Officer or President of the Board should contact MWPA’s legal counsel immediately. Legal counsel will advise the Executive Officer or President of the Board on how to proceed.

All inquiries concerning the activity under investigation from the suspected individual(s), his or her attorney or representative(s), or any other inquirer should be directed to the Board of Directors or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is “I am not at liberty to discuss this matter.” Under no circumstances should any reference be made to the “allegation,” “the crime,” the “fraud,” the “forgery,” the “misappropriation,” or any other specific reference.

The reporting individual should be informed of the following:

(a) Do not contact the suspected individual in an effort to determine facts or demand restitution.

(b) Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Executive Officer, or the President of the Board.

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that a suspected investigation is underway. All information received will be treated confidentially. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct.

1205.9 WHISTLEBLOWER PROTECTION

- The employee, MWPA member, or other complainant may remain anonymous.
- The employee, MWPA member, or other complainant is entitled to disclose information when he or she has reasonable cause to believe that the information discloses an act of fraud, waste, or abuse.
- The Authority may not retaliate against a complainant for exercising his or her rights of disclosure.
WEB TRANSPARENCY - COMPENSATION

1215.1 PURPOSE
To establish the Marin Wildfire Prevention Authority’s policy for ensuring compliance with California Government Code Regulations related to Website Transparency Requirements for Government Agencies and Compensation.

California Government Code §53908 requires that government agencies that have websites, “shall post, in a conspicuous location on its internet web site, information on the annual compensation of its elected officials, officers, and employees that is submitted to the controller.”

California Government Code §53892 requires that government agencies submit to the State Controller, “The annual compensation of a local agency’s elected officials, officers, and employees in accordance with reporting instructions developed by the Controller pursuant to §53891 in consultation with affected local agencies.”

1215.2 POLICY
The California Government Code Requires the posting of Authority Compensation Information to the Authority’s website. The Authority’s website will post the compensation information from the Controller’s Government Compensation in California Internet Web site (“Public Pay Link”), to the Authority’s website, and the information shall be posted/updated annually. There shall be a link to the employee’s compensation, and a separate link to the Board of Directors Compensation. These links shall be available from the Authority’s Home page in less than three clicks and five minutes. The Authority shall also post an Annual Staff Report reflecting the total compensation provided to Board Directors for the previous calendar year.

1215.3 PROCEDURE
Each year, the Treasurer shall submit all reports (employee and elected officials’ compensation) as required by the Government Compensation in California (GCC) program for the Authority’s website in compliance with California Government Code §53908 and §53892.

Additionally, the Executive Officer shall cause a Staff Report on the annual compensation of Board Directors to be produced for the Board of Directors, at a public monthly meeting. This report shall be posted to the Authority website following the public meeting.
MARIN WILDFIRE PREVENTION AUTHORITY

STAFF REPORT

For the Finance Committee Meeting on December 8, 2020

To: Marin Wildfire Prevention Authority Finance Committee

From: Mark Brown, Executive Officer

Subject: Planning and Program Manager Salary Range and Allocation

RECOMMENDATION:

That the Committee review the draft financial policies, make recommendations to the Executive Officer and Treasurer and give direction to bring them to the Board of Directors for approval.

BACKGROUND:

An important aspect of the Measure C campaign, which created the funding source for the Marin Wildfire Prevention Authority (MWPA), was the pledge to implement vegetation management projects, improve evacuation route safety, improve notification systems, provide defensible space evaluations, etc. in a rapid and efficient manner. In order to plan, implement and manage these various projects, a brainstorming group explored staffing options to meet these needs. The brainstorming group consisted of City Managers Jim Schutz, Dan Schwarz and Todd Cusimano; Fire Chiefs Bill Tyler, Darin White, Chris Tubbs and Jason Weber. The brainstorming group reviewed the following position descriptions prepared by Jean Bonander:

Planning and Program Manager
Administration and Finance Manager
Management Analyst

Following review from the Executive Committee, we will be requesting the Board of Directors to approve the position description of Planning and Program Manager.

ANALYSIS:
After looking at the expected scope of work for the MWPA, the brainstorming group felt the Planning and Program Manager should be an employee of the MWPA and should be brought on board as soon as feasible. The anticipated roles and responsibilities consist of the following.

- Coordination between our three funded programs (Core, D-Space and Local-Specific)
- Core – lead role in developing the projects and seeing them through
  - Ops Committee is starting planning for the 21/22 Work Plan, get Planning and Program Manager involved from the beginning
  - Advisory/Technical Committee coordination
  - Designing Core projects to succeed
  - Establishing contracts as needed
- Coordinating with environmental consultant
- Coordinating with the three ESP sub-committees
- Ensuring consistency of D-space programs across agencies
- Coordinating D-space/Chipper Days
- Maintaining a very visible project progress portal for the public – so the public can see what projects we have going and a detailed status updates
- Coordination/consistency/support for the local-specific wildfire prevention projects
- Grant management
- Abatement program management
- Coordinating with the Marin Fire Prevention Officers

Please see the attached recommended position description for the Planning and Program Manager position with salary range.

The brainstorming group felt it was appropriate to table the Administration and Finance Manager and Management Analyst position descriptions in favor of exploring an expansion of our agreement with the Southern Marin Fire District for increased administrative support. The increased administrative support would include:

- Clerical
  - Writing/composing letters, mailers, etc.
- Reception
- Admin Assistant support help with schedule management
- Continued support for agenda prep/management/posting
  - Potential management of the actual meetings
- Policy development and maintenance
- Human Resources
  - Hiring support
  - Training and Employment standards
- Support to create a Strategic Communications Plan
- Website maintenance (before and after re-design of current website)
- Social Media Management
  - Refreshing our current presence
  - Keeping our content fresh and indicative of the projects we have going
  - Responsiveness to public interaction as needed
FISCAL IMPACT:

The proposed Planning and Program Manager position description includes a recommended salary range and benefits package with a total maximum cost to the MWPA. This position is at a planning and program level for physical projects, rather than at an administrative level. The language of the MWPA JPA Agreement limits administrative costs to not more than 10% of the amount budgeted for each program; however, this position does not involve administrative duties. Therefore, staff recommends that the Planning and Program Manager position be funded through the Core projects budget center and not as part of the administrative costs.

The guiding language for the administrative costs from the Joint Powers Agreement is shown below:

An administrative cost of not more than 10% will be budgeted for each program, i.e. the core program functions and the Authority administered defensible space evaluation program. Should a Member locally administer the defensible space evaluations pursuant to Section 10, an administrative cost will not be withheld by the Authority for that program. The Board shall determine the methodology for calculating administrative costs.

The increased administrative support from the Southern Marin Fire District is being costed at this time. These costs would qualify as administrative costs per the MWPA JPA.

The fiscal impact of the Executive Officer has already been addressed and the approval of the position description does not increase costs to the MWPA.

ENVIRONMENTAL REVIEW:

The Board’s staffing decision 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

Attachments:  Planning and Program Manager Position Description
              Executive Officer Position Description
PLANNING & PROGRAM MANAGER - OPERATIONS

SUMMARY DESCRIPTION

Under the Executive Officer’s direction, the individual in this position plans and manages the Authority’s operational and environmental services programs; oversees the preparation of and review of environmental documents; coordinates environmental planning and regulation compliance activities with the Authority’s jurisdictions, consultants, contract service providers and other city, district, regional, and state agencies; coordinates environmental review functions, including monitoring California Environmental Quality Act (CEQA) and National Environmental Protection Act (NEPA) compliance and assists with other environmental, planning and land management activities; and performs other duties as assigned.

POSITION CHARACTERISTICS

The individual in this position is responsible for most or a majority of the following functions:

- Evaluates and recommends operational planning and policy options for the Executive Officer and/or the Board of Directors.
▪ Serves as the Authority’s in house program manager for vegetation management/hazard mitigation operating programs and oversees consultants providing specialized environmental and compliance services;
▪ Coordinates and directs consultants and contractors with the design and implementation of restoration, monitoring, habitat/vegetation assessment and hazard mitigation projects and programs in accordance with the Authority’s approved environmental review reports; and
▪ Exercises discretion and independent judgment to determine and implement appropriate regulatory compliance activities, and to set priorities and coordinate the Authority’s mandates, goals and objectives.

ILLUSTRATIVE EXAMPLES OF DUTIES

The following types of duties are representative of the types of assignments and functions that may be assigned to the individual in this position.
▪ Oversees and manages preparation of scope of work for operational contracts, solicits proposals, recommends selection, and reviews the work of consultants and contractors preparing project and environmental documents, permits and special studies for Authority programs;
▪ Manages, oversees and conducts meetings of operational, professional and technical staff and consultants/contractors to resolve issues or to consider changes in plans, programs, policies and procedures;
▪ Monitors relevant and current legislation, regulations and permit requirements, and revises and recommends Authority procedures and policies for legal and environmental compliance;
▪ Prepares budget requests, reports, correspondence and supporting justification materials, monitoring projects for
schedule and budget compliance, and recommends and justifies budget and schedule adjustments as required;

▪ Participates with the Executive Officer, Operations Committee and relevant ad hoc committees in Authority project design, location, selection and development;

▪ Prepares and/or reviews resolutions and agenda materials for operational documents or reports for Authority projects, and presents the materials to the Executive Officer and/or the Board of Directors;

▪ Oversees the preparation of and reviews of required operational and technical studies and reports to meet the Authority and regulatory agency requirements;

▪ May conduct field inspections at approved project sites to ensure mitigation compliance;

▪ Oversees the preparation of and directs the completion of related documents and required environmental reports for Authority and/or jurisdictional projects, including Notices of Exemption, Environmental Impact Reports, Negative Declarations, Environmental Assessments, Biological Assessments, Categorical Exemptions and Initial Studies;

▪ Reviews project plans and documents from other jurisdictional lead agencies and coordinates responses and/or comments as needed;

▪ Interprets and applies hazard mitigation and safety rules and regulations to project and work assignments.

▪ May serve on task forces, ad hoc and standing committees as the Executive Officer’s representative or backup; and

▪ May represent and/or serve as backup to the Executive Officer and the Authority on task forces, ad hoc and standing committees, and at other organization meetings or at public gatherings.
MINIMUM QUALIFICATIONS, KNOWLEDGE AND ABILITIES

The individual in this position will have a combination of education and experience that reflects the knowledge, skills and abilities to perform the duties and functions illustrated above and described below. Typical equivalencies include:

▪ Graduation from a four (4) year college or university with major course work in public management, engineering, environmental and/or climate studies, physical and biological sciences, or a related field; and
▪ Five (5) or more years of planning and management, and an understanding of environmental analysis with complex public works and hazard mitigation projects/programs in California, involving oversight of preparation of environmental reports, documents, and two (2) years or more of managerial experience; and
▪ Experience deemed relevant may be substituted for formal education.

KNOWLEDGE OF:

▪ Principles, methods and techniques of public project and program management, environmental planning, federal, state and local laws and legislation, regulations, ordinances, current programs and court decisions pertaining to environmental permits, impact analysis, species and habitat protection and hazard mitigation;
▪ Procedures, guidelines and processes for environmental impact reporting, including research and assessment methodologies;
▪ Understanding of project management and environmental considerations in the design, location, construction and maintenance of wildfire prevention, vegetation management, hazard mitigation and other public projects;
- Relationship building and communications techniques used in coordinating work efforts with federal, state and local agencies, and citizens and public interest groups monitoring the Authority’s environmental and programmatic matters; and
- Appropriate communication and presentation techniques, and use of information technology and applications.

ABILITY TO:
- Determine work priorities and effective staff and program coordination and scheduling;
- Assemble, organize and present verbal and written information in compelling ways, and identify and justify alternatives, options and solutions regarding the use of specific resources to achieve the Authority’s stated outcomes;
- Oversee the completion of complex and specialized studies and projects, then interpret data leading to the completion of projects and required environmental assessments;
- Clearly and respectfully convey the Authority’s strategies and activities to interested agencies and persons;
- Work independently and make well considered decisions and recommendations;
- Conduct field work and travel as needed; and
- Establish and maintain cordial and effective working relationships with staff colleagues, regulatory agencies, consultants and contractors, elected officials and members of the public.

ESTIMATED RANGE OF COMPENSATION AND BENEFITS
Full Time Compensation: $95,000 - $130,000 Annual Benefits in Accordance with Authority Policies

# # #

Revised by Jean Bonander, Consultant
November 24, 2020
December 24, 2020
BY EMAIL TO: mbrown@marinwildfire.org

FINAL DRAFT

Mark Brown, Executive Director
Marin Wildfire Prevention Authority
28 Liberty Ship Way, Suite 2800
Sausalito CA 94965

RE: MWPA Recommended Compensation and Benefits Range – Planning & Program Manager - Operations

Compensation Summary

This professional management position has policy, programmatic and planning responsibilities. The person retained for this position will also be the Operational Second in Command to the Executive Officer, potentially until such time that an Administrative and Finance Management position is filled.

The recommendation is based on a compensation review for public and private sector position with similar titles, duties, responsibilities and experience levels. The other determining factor is location in the San Francisco Bay Area, which elevates compensation levels over baseline by a minimum of eight percent (8%) and potentially up to twenty percent (20%).

This summary also notes expected benefit provisions, and this area of compensation may need further consideration by the MWPA for this position and future hires, as the existing benefits package is minimal.

Salary: $95,000 - $130,000 annual
Medical: $800 - $1,000 per month – cash in lieu or provided medical benefit for one (1) person
Paid Time Off: 8.00% of Salary
401a Plan: 7.05% of Salary
457 Plan: Employee Contribution Only (may want to consider a match in future years
Other: 0% - 3% Cash in Lieu for Training, Travel Expense at IRS rate, Technology

Hope this information is helpful, and if I’ve missed anything, please let me know and I’ll revise the memo. I’ve considered this a final draft, and would be pleased to make any changes or corrections you might wish. Should questions arise, please contact me.

Yours truly,