



CITIZEN OVERSIGHT COMMITTEE AGENDA
Sunday March 14, 2021
10:00 AM

<https://zoom.us/j/95184176411>

Or Telephone:

669-900-6833

Meeting ID: 951 8417 6411

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

3. Agenda Adjustments.

4. Open time for public expression.

*The public is welcome to address the Citizens' Oversight Committee at this time on matters not on the agenda that are within the jurisdiction of the Committee. Please be advised that pursuant to the 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. Approve Draft Citizens' Oversight Committee Bylaws

Recommendation: receive a presentation from the Ad Hoc Bylaws Subcommittee and approve the draft bylaws.

a. Draft Citizens' Oversight Committee Bylaws

[COC BYLAWS-MWPA v. 9_3.11.21.pdf](#)

6. 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*

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 Committee meeting. Judicial review of an administrative decision of the Citizens' Oversight Committee 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 Thursday, March 11, 2021 at 10:00 a.m.



Mark Brown, Executive Officer

**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), and the Measure C Marin County Tax Ordinance No. 3716 (together, the “Founding Documents”) this Committee shall be designated the Marin Wildfire Prevention Authority Citizens’ Oversight Committee, referred to hereinafter as “Committee.”

ARTICLE II - PURPOSE

Consistent with the Founding Documents, the purpose of the Committee is to oversee the work of the MWPA. Specifically, as provided in Section 13 of the Tax Ordinance, the Committee’s duties shall include reviewing the MWPA’s spending on an annual basis following the report from the MWPA’s Treasurer. The Committee shall also provide feedback to the MWPA’s Board of Directors. As specified in Section 8 of the JPA Agreement, after reviewing the MWPA’s previous year’s work program and financial audit, the Committee shall prepare and adopt write a report to provide feedback to the MWPA’s Board of Directors and the public describing the extent to which the funds have been spent consistent with the Measure C parcel tax provisions.

ARTICLE III - ORGANIZATION

Consistent with Section 8 of the JPA Agreement, Citizens’ Oversight Committee participants will be residents who are neither elected officials of any government entity, nor public employees of any member of the MWPA. 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 MWPA’s projects.

The Committee shall consist of nine members as follows:

1. five participants, each residing in one of these five general geographical areas: West Marin, Novato, San Rafael, Central Marin, and Southern Marin;
2. one member from a taxpayer organization of Marin County;
3. one participant from environmental organizations of Marin County;
4. one participant from FIREsafe MARIN or similar fire prevention organization; and

5. one participant from a non-partisan civic organization such as League of Women Voters.

The Committee is seated by the MWPA and shall have no authority separate or apart from that of the MWPA.

Each member of the Committee shall serve for a term of three years. However, to provide for staggered terms, the initial Committee members shall draw lots, or participate in some other random selection method, to determine whether their initial term shall be for one, two or three years. Additionally, initial Committee members may volunteer for a shorter term. Three members of the Committee shall be replaced every year. Each initial term shall commence as of January 1, 2022. 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 calendar year unless a member is replacing a member who has resigned or been removed from membership. In the case of a replacement member the term of that 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. serve on subcommittees of the Committee;
3. conduct an annual review of the report from the MWPA's Treasurer;
4. review the previous year's work-plan and financial audit, and supporting documentation as needed;
5. adopt a report to provide feedback to the MWPA's Board of Directors on the spending of Measure C parcel tax funds and the previous year's work programs to confirm consistency with the tax measure;
6. attend public meetings of the MWPA's Board of Directors, Operations Committee, Advisory/Technical Committee, and each of these bodies' standing subcommittees, as observers assigned by the Committee, to address matters relating to expenditure and work-plans, and to assess ongoing alignment of expenditures and work-plans with the Founding Documents;
7. monitor the deliberations of the MWPA's Board of Directors, Operations Committee, Advisory/Technical Committee as specified in Section 8 of the JPA Agreement, to assess transparency;
8. evaluate, select, and recommend candidates for Committee membership or replacement membership, to be appointed by the MWPA's Board of Directors; and
9. perform such other duties as may be directed by action of the Committee consistent with the Founding Documents.

ARTICLE V - CONDUCT OF MEMBERS

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

In the event that a member of the Committee is in violation of the provisions outlined in the Standards of Conduct established by the Committee, such member may be removed from office by a super majority vote of six (6) out of the nine (9) members of the Committee.

ARTICLE VI - MEETINGS AND MINUTES

All proceedings of the Committee 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.

Regular meetings shall be monthly. Special meetings shall be called as needed. All meetings of the Committee shall be in accordance with the Ralph M. Brown Act, California Government Code Sections 54950, et seq.

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 (30) days after each meeting.

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.

The time, date, and location of any subcommittee meeting shall be determined by the members of such subcommittee.

ARTICLE VII - 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. The Vice Chair shall succeed the Chair at the end of the Chair's six-month term.

The duties of the Chair shall be to preside over meetings.

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

ARTICLE VIII - SUBCOMMITTEES

In accordance with the provisions of the Brown Act (Gov. Code §§54950 et seq.), the Committee may form subcommittees as needed and appoint members to serve on such subcommittees.

ARTICLE IX - CONDUCT OF BUSINESS

A majority of the members shall constitute a quorum of the Committee. In the event of a meeting of the Committee with less than a quorum, the members present shall only have the power to dismiss a meeting. For purposes of conducting business, a majority of the quorum is authorized to act on behalf of the Committee. Actions of the Committee shall be approved by a majority vote of the members present with two exceptions: any action to amend these Bylaws requires a majority vote of the full Committee; and any action to remove a member from office requires a supermajority of six (6) out of nine (9) votes.

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

ARTICLE X - GOVERNING PROVISIONS; SEVERABILITY

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Committee, and the provisions of the Founding Documents, are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) or the Founding Documents and any provision of these Bylaws, the applicable law(s) and Founding Documents 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 by a majority vote of the full Committee. These Bylaws may be amended or repealed, and new Bylaws created by the majority vote of the full Committee. Any member of the Committee may propose amendments to the Bylaws.