

MARIN EMERGENCY RADIO AUTHORITY

95 Rowland Way, Novato, CA 94945

PHONE: (415) 878-2690 FAX: (415) 878-2660

WWW.MERAONLINE.ORG

DATE: November 12, 2014

TO: MERA Executive Board

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM **D-2**: REPORT #2 FROM AD HOC SUBCOMMITTEE ON CITIZENS OVERSIGHT COMMITTEE (COC) AND PROPOSED BYLAWS

Recommended Action: Provide feedback and direction on Report #2 from the Ad Hoc Subcommittee on Citizen Oversight Committee and Proposed Bylaws.

Background: With feedback from the Executive Board on Ad Hoc Subcommittee Report #1 and after reviewing COC bylaws from four other public agencies, the Ad Hoc Subcommittee (Tyrell-Brown, Gaffney, and Shortall) met by conference call on October 22 to develop Report #2 and Proposed COC Bylaws which are modeled after the Transportation Authority of Marin (TAM).

Report #2 incorporates Executive Board support for MERA applicant outreach, screening and recommendation to the Board of Supervisors for confirmation after prior reporting to the BOS regarding MERA's COC adopted qualifications and bylaws. Sections 1) Appointment and 2) Membership Application, have been revised accordingly.

- 1) Appointment: The MERA Governing Board will appoint Committee Members with confirmation by the Marin County Board of Supervisors. One member will be appointed from each Supervisorial District.
- 2) Membership Application: An application will be developed by MERA and made available online and by mail. Applications will be reviewed by the MERA Executive Board in conjunction with public interviews followed by appointment by the Governing Board and confirmation by the Marin County Board of Supervisors. These actions will occur in publicly noticed meetings. FPPC Form 700 filings will be required of members from time of appointment, annually and upon leaving office.
- 3) Number of Members: Five (5) Members with a quorum of three (3).
- 4) Term Length: Initial terms would be two years for (2) members and four years for (3) members. Thereafter, terms would be four years with no term limits.

AGENDA ITEM D-2:REPORT #2 FROM AD HOC SUBCOMMITTEE ON CITIZENS
OVERSIGHT COMMITTEE (COC)

November 12, 2014

Page 2

- 5) Qualifications: In addition to County of Marin residency and property taxpayer status, membership is restricted to persons who are neither elected officials nor employees from any agency or organization that oversees or benefits from parcel tax expenditures. Attention to detail and willingness to commit at least 10 hours to Committee work per quarter is required. Experience with construction, business practices, project administration, accounting or budgeting would be helpful.
- 6) Duties: Members are responsible for (a) reviewing expenditures of revenues collected pursuant to the Tax Ordinance; (b) reviewing annual Independent Compliance Audits; and (c) reviewing Annual Reports to the County Board of Supervisors and MERA Governing Board on the amounts of tax revenues collected and expended along with Project status.
- 7) Time/Day of Meetings: Meetings would be at least quarterly initially but not less than annually, open to the public and conducted in compliance with the Brown Act, California's Open Meeting law. Meetings would be publicized and posted in advance. Committee reports and minutes will be available on MERA's Website (meraonline.org). Location of the meetings would be at the Marin Civic Center, San Rafael, California, for centrality/access purposes.
- 8) Reimbursement for Expenses/Per Diem: All members would serve without compensation.

Attached are Proposed Bylaws which reflect the above for Executive Board input. Upon adoption of Measure A, both COC requirements and Bylaws will be presented to the MERA Governing Board on December 10 for review and adoption.

ATTACHMENT:

D-2a Proposed MERA COC Bylaws