

Feather River West Levee Financing Authority

Board of Directors Agenda – Regular Board Meeting, October 14, 2020, 3:00 p.m.

MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

In Compliance with CA Executive Orders N-25-20 and N-29-20 members of the Board of Directors and members of the public will participate in this meeting by teleconference. The call in information for the Board of Directors and the public is as follows:

Meeting URL: <https://downeybrand.zoom.us/j/98237601557?pwd=RzcvQnM1RDlQVkJBMXYzTWNFMMm5lQT09>

Meeting ID: 982 3760 1557

Phone number: 213-338-8477

Passcode: 246318

Any member of the public on the telephone may speak during Public Comment or may email public comments to admin@sutterbutteflood.org and comments will be read from each member of the public. During this period of modified Brown Act Requirements, Sutter Butte Flood Control Agency will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

Levee District 1

Charlie Hoppin
Alt: Al Montna

Levee District 9

Mike Morris
Alt: Chris Schmidl

Sutter County

Mike Ziegenmeyer
Alt: Mat Conant

AGENDA SUMMARY

REGULAR MEETING/CALL TO ORDER

- Roll Call
- Pledge of Allegiance

PUBLIC COMMENT

Members of the public will be allowed to address the Feather River West Levee Financing Authority Board of Directors on items of interest to the public that are within the subject matter jurisdiction of the Board. Any member of the audience who may wish to bring a matter before the Board that has not been placed on the agenda may do so at this time; however, State law provides that no action may be taken on any item not appearing on the posted Agenda.

PRESENTATION, DISCUSSION & ACTION ITEMS

1. Approval of the minutes for the August 19, 2020 Board Meeting
2. FRWLFA Assessment District Engineering Update

3. FRWLFA Risk Management and Insurance Update
4. SBFCA Services Update
5. Board Discussion and Direction – November Board Meeting

ADJOURNMENT

The next regularly scheduled Board of Directors meeting will be held on November 11, 2020 at 3 p.m.

Feather River West Levee Financing Authority

Board of Directors Minutes Regular Meeting, August 19, 2020, 3 p.m.

MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

The Feather River West Levee Financing Authority (Authority) Board of Directors (Board), State of California, met on the above date at 3 p.m. in Compliance with CA Executive Orders N-25-20 and N-29-20 members of the Board of Directors and members of the public participated in this meeting by teleconference.

These minutes do not represent a transcript of the meeting and are intended to be a summary of the most important points. For a complete record, please refer to the video recording of the meeting, which is posted on SBFCA's website: <http://sutterbutteflood.org/board/meetings-agendas/>

MEMBERS PRESENT

Levee District 1:	Charlie Hoppin
Levee District 9:	Mike Morris
County of Sutter:	Mike Ziegenmeyer

STAFF PRESENT: Michael Bessette, SBFCA Executive Director; Andrea Clark, Agency Counsel; Seth Wurzel, SBFCA Budget Manager, Kim Floyd, Public Outreach; and Terra Yaney, SBFCA Board Clerk

MEETING/CALL TO ORDER

At 3:00 p.m., Director Mike Morris opened the meeting and led the group in the pledge of allegiance.

PUBLIC COMMENT

No public Comment

PRESENTATION, DISCUSSION & ACTION ITEMS

1. Approval of the minutes for the June 10, 2020 Board Meeting

A motion to approve the Minutes of the June 10, 2020 Board Meeting was made by Director Mike Morris and seconded by Director Mike Ziegenmeyer. The motion passed with no objection. The motion was approved as follows:

- Charlie Hoppin– yes
- Mike Morris– yes
- Mike Ziegenmeyer - yes

No public Comment

2. Selection of the HDR / Willdan Team for Assessment District Engineering and Public Outreach Services

SBFCA Executive Director and Budget Manger reported that at the June board meeting the Board directed supporting staff to re-advertise for the Assessment Engineering and Public Outreach services since we only received one proposal. As a result, on June 15th an updated Request for Proposals for Benefit Assessment District Formation Services (RFP) was issued. Based on Board direction the new RFP placed more emphasis on public outreach services. The updated RFP was sent to more than 13 firms that are known to SBFCA staff and consultants to have demonstrated experience in both the assessment engineering and/or public outreach fields. In addition, the RFP was also posted on SBFCA's website. Proposals were due on July 10, 2020.

At the close of advertisement period, SBFCA received three proposals from the following firms:

- SCI Consulting Group (SCI) with outreach support from JL Rinhdal Consulting
- Harris & Associates (Harris) with outreach support from Moore Iacofano Goltsman, Inc. (MIG)
- HDR, Inc. (prime) with assessment engineering support from Willdan Financial Services. Outreach support would be provided by HDR's internal public outreach resources.

After a review of the proposals received consistent with the established criteria, the review committee unanimously concluded that the HDR/Willdan Team presented the best proposal. As a result, the review committee recommends the selection of the HDR/Willdan Team.

The staff committee recommends that the Board authorize and direct SBFCA to enter into a Master Services Agreement and Authorize Task Order No. 1 with HDR, Inc. for Assessment Engineering and Public Outreach Services. The proposed amount of Task Order 1 is \$122,000. This initial Task Order would provide the following authorization by Task as presented within the HDR proposal, project management, public outreach, assessment engineering services and contingency planning.

A motion to Authorize and Direct SBFCA staff to enter into a Master Services Agreement and Authorize Task Order No. 1 with HDR for Assessment Engineering and Public Outreach Services was made by Director Mike Morris and seconded by Director Charlie Hoppin. The motion passed with no objection. The motion was approved as follows:

- Charlie Hoppin– yes
- Mike Morris– yes
- Mike Ziegenmeyer - yes

No public Comment

3. Feather River West Levee Financing Authority – Conflict of Interest Code

Agency Counsel Andrea Clark reported Section 87300 of the Political Reform Act requires every public agency in California to adopt a conflict of interest code. The purpose of a conflict of interest code is to identify agency positions and their associated level of reporting of financial interests.

A motion to approve the Conflict of Interest Code was made by Director Mike Morris and seconded by Director Mike Ziegenmeyer. The motion passed with no objection. The motion was approved as follows:

- Charlie Hoppin– yes
- Mike Morris– yes
- Mike Ziegenmeyer - yes

No public Comment

4. Authorization of Board Chair and staff to seek proposals for insurance

SBFCA Budget Manager Seth Wurzel reported that in order to receive quotes for insurance, typically applications must be completed and signed by an authorized representative of the applicant. As such, staff requests that the Board consider the recommendation to authorize and delegate authority to the Board chair to complete applications for competitive insurance proposals.

A motion to authorize the delegate authority to the Board Chair to seek proposals for insurance providers was made by Director Mike Ziegenmeyer and seconded by Director Mike Morris. The motion passed with no objection. The motion was approved as follows:

- Charlie Hoppin– yes
- Mike Morris– yes
- Mike Ziegenmeyer - yes

No public Comment

5. SBFCA Services Update

SBFCA Public Outreach Manager, Kim Floyd presented the FRWLFA website, www.frwlfafa.org

No public Comment

ADJOURNMENT

With no further business coming before the Board, the meeting was adjourned at 3:38 p.m.

ATTEST BY: _____

Terra Yaney, Board Clerk

Board Chair

Feather River West Levee Financing Authority

October 14, 2020

TO: Board of Directors

FROM: Michael Bessette – SBFCA Executive Director
Seth Wurzel – SBFCA Budget Manager

SUBJECT: FRWLFA Assessment District Engineering Update

Recommendation

That the Board of Directors receive an oral update from staff on assessment district engineering and public outreach for the Feather River West Levee Financing Authority (FRWLFA).

Background

On August 19, 2020 the FRWLFA Board selected the HDR Engineering/Willdan team to assist with advancing the formation of a new Assessment District to fund OMRR&R of the SBFCA improved levee system. Staff will update the Board on the HDR team's progress and receive comments and direction as necessary.

Feather River West Levee Financing Authority

October 14, 2020

TO: Board of Directors

FROM: Michael Bessette – SBFCA Executive Director
Seth Wurzel – SBFCA Budget Manager

SUBJECT: FRWLFA Risk Management and Insurance Update

Recommendation

That the Board of Directors receive an oral update from staff on risk management and insurance options for the Feather River West Levee Financing Authority (FRWLFA).

Background

On August 19, 2020 the FRWLFA Board authorized the Board Chair and staff to seek proposals to satisfy the risk management and insurance needs of FRWLFA. Staff are in the process of receiving information from insurance providers and will update the Board on its progress and receive comments and direction as necessary.

Feather River West Levee Financing Authority

October 14, 2020

TO: Board of Directors

FROM: Michael Bessette, SBFCA Executive Director

SUBJECT: SBFCA Services Update

Recommendation

That the Board of Directors receive an oral presentation on services provided by SBFCA staff to the Feather River West Levee Financing Authority (FRWLFA).

Background

On June 10, 2020 the FRWLFA Board elected to enter into a Funding and Services Agreement with SBFCA to provide short-term management (up to one year) of FRWLFA including legal and staff support, establishment of budget/financial functions, conducting board meetings, establishment of operational policies and procedures, and consultant contracting.

Feather River West Levee Financing Authority

October 14, 2020

TO: Board of Directors

FROM: Michael Bessette – SBFCA Executive Director
Andrea Clark – SBFCA Legal Counsel

SUBJECT: Board Discussion and Direction – November Board Meeting

This time has been set aside on the agenda to discuss the November 11th board meeting.