

# Feather River West Levee Financing Authority

Board of Directors Agenda – Special Board Meeting, August 19, 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/98628613341?pwd=WTdpVFhjcE1pMU50Mk1SNUw2QzIPQT09>

**Meeting ID: 986 2861 3341**

**Phone number: 888-788-0099**

**Passcode: 154256**

Any member of the public on the telephone may speak during Public Comment or may email public comments to [admin@sutterbutteflood.org](mailto: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 June 10, 2020 Board Meeting
2. Selection of the HDR / Willdan Team for Assessment District Engineering and Public Outreach Services

3. Feather River West Levee Financing Authority – Conflict of Interest Code
4. Authorization of Board Chair and staff to seek proposals for insurance
5. SBFCA Services Update

**ADJOURNMENT**

The next regularly scheduled Board of Directors meeting will be held on September 9, 2020 at 3 p.m.

# Feather River West Levee Financing Authority

Board of Directors Minutes Regular Meeting, June 10, 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, and Terra Yaney, SBFCA Board Clerk

### MEETING/CALL TO ORDER

At 3:00 p.m., Michael Bessette opened the meeting and led the group in the pledge of allegiance.

### PUBLIC COMMENT

No public Comment

### PRESENTATION, DISCUSSION & ACTION ITEMS

#### **1. Appointment of Chair and Vice Chair pursuant to section 3.01 of the Feather River West Levee Financing Authority Joint Exercise of Powers Agreement (all future section references are to this Agreement)**

Director Mike Morris nominated Director Charlie Hoppin as the Chair of the FRWLFA Board of Directors. Director Charlie Hoppin nominated Director Mike Morris as Vice Chair.

**A motion to approve the Board nominations was made by Director Mike Morris and seconded by Director Mike Ziengenmeyer. 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. Discussion and Selection of administrative services staffing for Authority**

SBFCA Executive Director gave a presentation outlining the background of the recently formed JPA. He explained that pursuant to an August 2018 Funding and Services Agreement entered into among LD 1, LD 9 and Sutter Butte Flood Control Agency (SBFCA), SBFCA has provided technical, financial and administrative support for FRWLFA's formation and continues to provide administrative support at the request of LD 1 and LD 9. The parties to the Funding and Services Agreement contemplated that SBFCA would provide short-term management (up to one year) of FRWLFA if requested by LD 1 and LD 9, including legal and staff support, establishment of budget/financial

functions, conducting board meetings, establishment of operational policies and procedures, and consultant contracting.

A discussion ensued on how the Board wished to staff FRWLFA in order to carry out the functions that are deemed necessary at this time. A table was provided in the staff report to assist the Board in determining which entity or entities are best positioned to carry out those functions.

It was recommended that the Board of Directors select a source of staff services from the following options, with a delegation to the FRWLFA Chairman to negotiate an appropriate contract and any necessary conflict waiver: (1) Sutter Butte Flood Control Agency; (2) a member agency (i.e., LD 1, LD 9 or Sutter County); (3) staff selected through a request for qualifications process; or (4) some combination of these options as outlined.

**A motion to approve staff services option one and delegate authority to the Chairman to negotiate an appropriate contract and necessary conflict waiver 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**

### **3. Discussion and possible action on a Professional Services Agreement for Assessment District Engineering and Public Outreach Service**

It was reported that on April 22, 2020, on behalf of the proposed FRWLFA, Sutter Butte Flood Control Agency (SBFCA) issued a Request for Proposals for Benefit Assessment District Formation Services (RFP). The goal of the proposed assessment is to provide additional funding to the FRWLFA which it could then distribute to both LD1 and LD9 to fund their respective Levee O&M budget shortfalls. The RFP was sent to 9 firms that are known to SBFCA staff and consultants to have demonstrated experience in this field in addition to posting the RFP on SBFCA's website.

During the advertisement period, staff of SBFCA, LD1 and LD9 formed a review committee to evaluate the proposals received and make a recommendation to the FRWLFA Board of Directors. At the close of the advertisement period, one proposal was received from SCI Consulting Group (SCI). After reviewing the proposal received from SCI it was deemed that the proposal does not provide a sufficient focus on Public Outreach and presupposes a significant level of agency involvement in the process. Staff considered this portion of the scope of work a critical component of the overall effort. Several options were presented for the board to consider in as a way to move forward:

1. Recirculate a New RFP: Update the RFP to provide a greater emphasis on Public Outreach and recirculate it. SBFCA staff should also contact each firm on the distribution list by phone and e-mail to ensure the proposal has been received and encourage a response. This would include SCI.
2. Move forward with SCI with an Expanded Scope of Work: The Board could direct staff to work with SCI and negotiate a final scope of work that places a greater emphasis on public outreach.
3. Move forward with SCI and issue an additional RFP for Separate Public Outreach Scope of Work: The Board could direct staff to move forward with SCI's proposed Scope as presented, however, prepare a new RFP for a separate Public Outreach Scope of Work to supplement the effort.

It was also recommended that once the Board has provided direction on the selection process for a consultant, the Board should also provide direction on how it desires to contract with and manage the selected firm.

Director Charlie Hoppin expressed that he would like to see the RFP recirculated and to be advertised by SBFCA as well as have SBFCA enter into the agreement with the consultant to perform the services. Furthermore, he expressed that the FRWLFA board oversee the work that is being performed and the approval of invoices.

Director Mike Ziegenmeyer agreed.

A motion to recirculate the RFP for Assessment District Engineering Services and Public Outreach Services and authorize SBFCA to engage in a Professional Services Contract on behalf of FRWLFA 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**

**4. Discussion and direction regarding submission of required JPA documentation, including Notice of Agreement and Roster of Public Agencies, and Development of Agency Website**

It was reported that this is a routine item, and is required pursuant to Government Code Section 6503.5.

A motion to approve the attached Notice of Agreement and authorize Chair to sign 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**

**5. Discussion and possible action to contract for legal services pursuant to section 3.05**

Director Charlie Hoppin presented the staff report to the board. It was reported that the both legal counsel from Levee District 1 and 9 did not wish to contract for services. It was recommended by Director Hoppin that the Authority appoint Downey Brand as legal counsel.

A motion to appoint Downey Brand as legal counsel and delegate authority to the Authority Chair to grant a conflict waiver allowing the counsel to be appointed 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

**6. Discussion and possible action to establish a principle office and adopt a resolution setting a meeting time and place**

The staff report was presented to the board and it was recommended to select 243 Second Street (Levee District 1 office) as the principle office for the Agency and to adopt a Resolution setting a meeting time and place at 1201 Civic Center Blvd., Yuba City, CA (Sutter Conference Room), meeting to be held at 3:00 p.m.

A motion to establish a principle office and adopt a resolution setting a meeting time and place 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

**7. Discussion of items for consideration and placement on the next Board of Directors meeting agenda**

Nothing to report.

**8. Discussion of filing requirements for Form 700 Statement of Economic Interest to the Fair Political Practices Commission**

It was reported that this is a routine item, and is required pursuant to the Political Reform Act (Gov. Code sections 81000-91014).

**No public Comment**

**ADJOURNMENT**

With no further business coming before the Board, the meeting was adjourned at 3:45 p.m.

ATTEST BY: \_\_\_\_\_

**Terra Yaney, Board Clerk**

\_\_\_\_\_  
**Board Chair**

# Feather River West Levee Financing Authority

August 19, 2020

**TO:** Board of Directors

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

**SUBJECT:** Selection of the HDR / Willdan Team for Assessment District Engineering and Public Outreach Services

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## Recommendation

The Board of Directors review this report, authorize and direct the Sutter Butte Flood Control Agency (SBFCA) pursuant to the Services Agreement between the Feather River West Levee Financing Authority (FRWLFA) and SBFCA to enter into a Master Professional Services Agreement and a Task Order 1 with HDR, Inc. to provide Assessment District Engineering and Public Outreach Services.

## Background

At the FRWLFA Board meeting on June 10, 2020, FRWLFA received a report from SBFCA's Executive Director and Budget Manager regarding the engagement of a qualified Assessment Engineering and Public Outreach consulting firm(s) to assist with advancing the formation of a new Assessment District to fund OMRR&R of the SBFCA improved levee system. At that meeting, the Board directed supporting staff to re-advertise for the services. As a result, on June 15, 2020, SBFCA, on behalf of FRWLFA, issued an updated Request for Proposals for Benefit Assessment District Formation Services (RFP). Based on direction from the FRWLFA Board, the new RFP placed greater 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.

The review committee to evaluate the proposals received was made up of the same membership as the original RFP issuance, consisting of staff of SBFCA, LD1 and LD9. However, upon the receipt of proposals, the Levee Districts 1 & 9 Engineer recused himself from the evaluation because one of the proposals received was from HDR, SBFCA's design engineering firm, which he has a sub-contract relationship with. As a result, the review panel consisted of the following individuals:

- Michael Bessette, SBFCA Executive Director
- Seth Wurzel, SBFCA Budget Manager
- Andrew Stresser, Levee Districts 1 & 9 General Manager

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.

The evaluation committee utilized the criteria consistent with the RFP to evaluate the proposals that consisted of a review of the following factors:

1. Demonstrated experience and success;
2. Understanding of FRWLFA's goals;
3. Qualifications and experience of assigned staff;
4. Quality Control processes and procedures;
5. Familiarity with the locality; and,
6. Firm reputation.

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.

Based on direction received on June 10, 2020 and pursuant to the Services Agreement between FRWLFA and SBFCA, SBFCA would directly contract with HDR on behalf of FRWLFA. The proposed scope of work presented within the HDR/Willdan Proposal (Attached) is comprehensive and presents a very thorough scope of work and services associated with public outreach that, at this time, may not be desired by the FRWLFA Board. As a result, staff has coordinated with HDR and recommends proceeding with a limited scope of work, Task Order No. 1, that can be authorized today to initiate the work and complete the preliminary technical analyses needed to inform more detailed decisions with respect to rates, approach and outreach at the end of the year. 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.

<b>Task / Description</b>	<b>Amount</b>
1 – Project Management	\$42,000
2 – Assessment Engineering Services	\$62,100
3 – Public Outreach & Education	\$16,000
4 – Contingency Planning	\$1,900
<b>Total</b>	<b>\$122,000</b>

The above work would include the following deliverables:

- Benefit assessment, cost allocation and rate analyses along with a supporting evaluation of the costs to be funded documented in a technical memorandum.
- The creation of a property owner database, risk assessment and communications plan.
- A supporting project management plan, attendance at meetings and project management efforts.

### **Summary**

In summary, 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.

Attachment: HDR Proposal: Benefit Assessment District Administration Formation Services dated July 10, 2020 presented to Sutter Butte Flood Control Agency



**Proposal**

**Benefit Assessment  
District Administration  
Formation Services**

Sutter Butte Flood Control Agency

July 10  
**2020**





July 10, 2020

Sutter Butte Flood Control Agency  
Post Office Box M  
Yuba City, CA 95991  
Sent via email: admin@sutterbutteflood.org

**RE: Request for Proposal for Benefit Assessment District Administration Formation Service**

To Whom it May Concern:

By selecting HDR for this opportunity, Sutter Butte Flood Control Agency (SBFCA) and Feather River West Levee Financing Authority (FRWLFA) will secure a team that has an unparalleled commitment to the region and the safety of our community. For starters, our team is led by **Mike Inamine**, who has a proven track record of service to this area and wealth of personal experience and relationships that will be critical for this effort to be successful. Having led the most recent major engineering efforts in the Sutter Butte basin, our team possesses deep knowledge of the technical details, maintenance authorities and responsibilities, evolving regulatory requirements, and players that will be necessary to move quickly and maintain a positive schedule. Our team includes sub-consultant **Willdan**, who has extensive and successful experience administering existing Proposition 218 assessments in the region, enabling us to leverage existing work and relationships. Our team fully appreciates the depth of experience and expertise that the agencies have brought to bear on this effort and the tremendous amount of work performed to date. We envision a collaborative process in which HDR/Willdan seamlessly integrates into the existing team alongside SBFCA, LD1, LD9, Sutter County staff and consultants at the direction of the client team.

Our team offers the following benefits to help with the assessment district formation:

**Cost effective** – Our assembled team knows the history and background on this effort better than any other team and can best leverage existing information and work products to avoid costly delays or redundant work. Through collaboration and strategic integration of our team with your existing team, HDR/Willdan will find the most cost efficient path to accomplish required tasks.

**Schedule focused** – We understand the time pressure to move this forward in anticipation of the eventual election. We also know this is an unusual time with many unknowns associated with in-person public meetings and other forms of traditional outreach, as well as so many other variables associated with this volatile and uncertain economic climate. We will be flexible but focused to help you pass this assessment.

**Flexibility** – We have developed a scope, schedule, and budget based on our understanding of work the involvement of several of the agencies and firms identified above. We know this will be a dynamic effort and conditions will inevitably change. Our team will be focused on your success and can adjust our effort and staffing to meet your needs. We are also amenable to adding additional team members in the future to help you accomplish your goals.

We stand ready to join with you and launch this much needed assessment forward. Please contact Mike Inamine with any questions about our proposal and team at [Mike.Inamine@hdrinc.com](mailto:Mike.Inamine@hdrinc.com) or 530.740.2448.

Sincerely,  
HDR Engineering, Inc.



Holly Kennedy, PE  
Senior Vice Principal



Mike Inamine, PE  
Project Manager



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# 01 Firm Qualifications & Experience

# 01. Firm Qualifications & Experience

## About HDR

### With us, anything is possible

At HDR, we make your vision a reality. We listen to you to establish clear goals for your project and then tailor our teams for certain success. We deliver smart solutions to your toughest challenges, always holding ourselves accountable for our actions. And we involve you at every step along the way because we know strong partnerships are what make real progress.

### Our past. Our present.

For 103 years, we've partnered with clients to push the boundaries and shape communities. In Northern California, we maintain a professional staff of nearly 500 employees. Working from offices in Folsom, Sacramento, Walnut Creek, San Francisco, Oakland, and San Jose, as well as drawing from our national network of experts, our staff provides comprehensive engineering services to clients throughout the Central Valley, Bay Area, and the Sierra Nevada Mountains.

## Project Team

HDR has assembled an A-team for this important project. Our project team, as shown on the following page, represents our most technically qualified staff. They were handpicked based on their proven skills, relevant qualifications, and their experience with SBFCA. Detailed key personnel resumes are included in the appendix.

### Organized to Meet Your Needs

HDR's large resource pool has allowed us to assemble a diverse team to help you navigate the path to form a new assessment district that will fund levee operations and maintenance of portions of the Feather River West Levee (FRWL). Our staff combines expertise in assessment engineering on numerous projects (including FRWL projects) and public outreach services that involve the creation of influential messaging for sometimes controversial plans. Our knowledge of SBFCA and the FRWL is unparalleled and will streamline the project delivery. Brief bio of key team members are provided on the next page.

HDR EST.  
**1917**

**10,000+**  
EMPLOYEE-OWNERS

MORE THAN  
**225**  
LOCATIONS  
WORLDWIDE



**MULTI-DISCIPLINARY  
STAFF IN NORTHERN  
CALIFORNIA**

**>500** 





**Mike Inamine, PE | Project Manager**

Mike recently joined HDR, bringing more than 30 years of water resources experience, including the planning, design and construction of dams, reservoirs, levees, canals, multi-benefit and other civil engineering projects. From 2011 to 2019, Mike served as Executive Director of the SBFCA, where he led a number of initiatives including the award-winning FRWL Project. Most recently at the California Department of Water Resources (DWR), he served as Program Manager for the Oroville Spillways Emergency Recovery Project, as well as the California Aqueduct Subsidence Program. Mike has held key leadership positions at DWR, including Chief of the Construction Office and Chief of the Levee Repairs and Floodplain Management Office.

flood control projects, including such efforts as funding evaluation and assistance services for a Local Levee Evaluation Grant for the City of Oroville. He has also served as principal-in-charge for a variety of dam and flood control projects, including Oroville Dam Spillway Emergency Response, United States Army Corps of Engineers' (USACE) Folsom Dam Modifications Planning Study, and Success Dam Seismic Remediation.



**Shawn Koorn | Assessment Engineering**

Shawn provides financial planning, cost-benefit analysis, and economic review for the development of rate and cost-of-service studies for a variety of utilities, and has served dozens of Northern California agencies. Shawn's experience includes all analytical aspects of the utility financial planning process. He also has extensive experience with regulatory filings before public service commissions. Shawn is a co-instructor for the American Water Works Association Financial Management Seminar, a three-day event focused on the theories and methodologies used to establish cost-based rates.

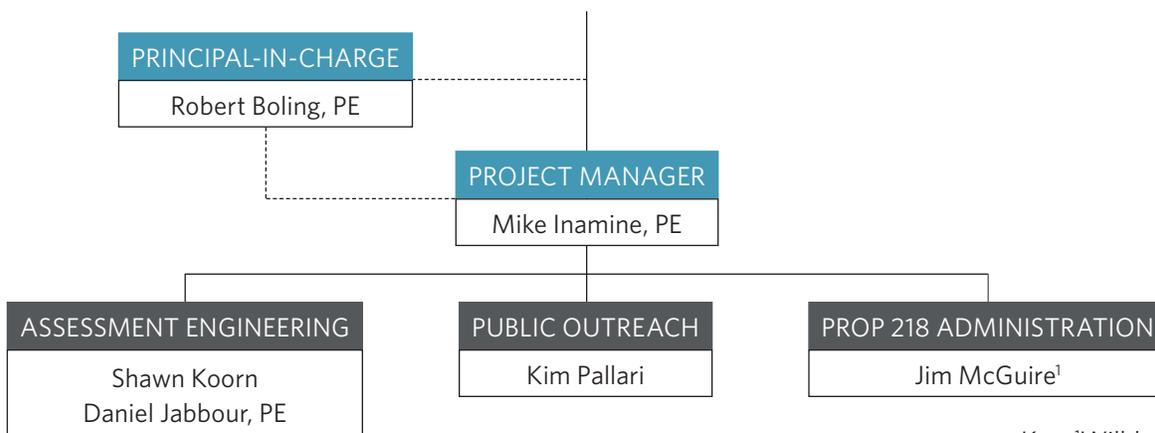


**Robert Boling, PE | Principal-in-Charge**

Robert is a registered civil engineer with experience providing management support for a variety of flood control and dam projects in California. As HDR's National Director for Water Resource Management, he oversees HDR's National Dam Practice and is in a position to make sure necessary staffing resources are available for the successful completion of projects. Robert has regularly been working with communities to fund various



M. Bessette, Executive Director



Key: <sup>1</sup>Willdan



**Daniel Jabbour, PE |  
Assessment Engineering**

Daniel has more than 19 years of experience as a civil engineer and has worked on projects in both the public and private sectors. His projects have been multidisciplinary and include coordination with clients, local counties and cities, local flood control agencies, state and federal agencies, and utility companies. He has a broad range of office and field experience, including staff management, project management, engineering and design, report and feasibility study preparation, plan and specification preparation, cost estimation, alternatives analyses, construction administration, and construction management. Daniel has worked on numerous SBFCA projects, involving surveys, field explorations, analyses, right-of-way support and mapping, reports, designs, and construction packages for efforts along the FRWL that span Project Areas A, B, C, and D and the Oroville Wildlife area. He is currently technical lead for the design of approximately 16 miles of levee along the FRWL.



**Kim Pallari | Public Outreach**

Kim has more than 23 years of experience conducting communications, education, and outreach programs for large and small infrastructure projects. Based in Northern California, she has extensive hands-on experience in developing and implementing multi-faceted and strategic public involvement programs for local, state, federal, and commercial clients during early planning, through environmental (CEQA and NEPA processes) and into design and construction phases. She often works as an extension of staff and lead liaison with the community. Kim's experience includes providing strategic advising for projects looking to secure funding, including for the City of Sacramento Transportation Department and the Broward Metropolitan (Florida) Planning Organization.



Founded on June 24, 1988, Willdan, a California Corporation, and is one of the largest public sector financial consulting firms in the United States. Since that time, we have helped over 1,200 public agencies successfully address a broad range of financial challenges, such as financing the costs of growth and generating revenues to fund desired services.

Willdan assists local public agencies by providing the following services:

- Administration of special taxes, assessments, standby charges, and utility rates;
- District formation services for assessment/local improvement districts, Community Facilities Districts, Landscaping and Lighting Districts, and special taxes;
- Arbitrage rebate calculations;
- Continuing disclosure reports preparation and dissemination;
- Municipal advisory services;
- Staff augmentation support; and
- Tax increment finance district formation and amendment.

Willdan's success is based on a corporate philosophy of personal service and continuous support is provided throughout the year. Their standardized procedures and reporting formats ensure consistency within the District Administration, Federal Compliance, and Financial Consulting groups and a "team approach" to servicing contracts means that if your assigned analyst is unavailable, someone else will contact you without delay.

## Experience

HDR has been a trusted advisor to SBFCA for more than a decade. The project descriptions below, including our work for your agency on FRWL, describe our commitment to not only SBFCA, but also to assisting other communities in securing funding needed to improve local infrastructure.



## Feather River West Levee

### SBFCA

Yuba, California

**Client Reference:** Michael W. Bessette, PE, Executive Director, 530.755.9859, [m.bessette@sutterbutteflood.org](mailto:m.bessette@sutterbutteflood.org)

As far back as 2010, HDR was supportive and engaged in grass root efforts to achieve flood management goals for Sutter and Butte County. HDR was involved early on as an active member of the community-led effort to consolidate Sutter and Butte County flood management under the leadership of the SBFCA. HDR staff participated in community meetings, printed flyers, met with business leaders and helped launch the campaign that led to the successful assessment and formation of the Assessment District to fund the operations and projects of SBFCA.

HDR provided SBFCA with pre-design and engineering services for 44 miles of the FRWLP. The project spanned Sutter and Butte counties from the confluence of the Sutter Bypass to Thermalito Afterbay. The goal of the project was two-fold: 1) rehabilitate the FRWL to meet FEMA accreditation standards to meet 100-year base flood protection; and 2) rehabilitate the upper 36 miles of the FRWL in compliance with State Urban Levee Design Criteria to provide 200-year level of flood protection. Our team performed geotechnical explorations, identified levee deficiencies, and prepared remediation alternatives to address deficiencies. We prepared a Pre-Design Formulation Report that summarized design criteria,

deficiencies, rehabilitation measures, selection criteria, and costs, and we recommended alternatives to move forward to design. Key elements of design alternatives included a zoned levee embankment (maximizing use of on-site levee materials and reducing cost), and seepage cutoff walls. The HDR team also evaluated approximately 250 utility crossings, resulting in the upgrade or replacement of those that did not meet current standards. HDR prepared levee improvement plans, specifications, construction cost estimates, Basis of Design Reports, Design Documentation Reports, and Engineering Considerations and Instructions for Field Personnel reports. In addition HDR provided technical assistance during the bid phase and engineering support during the construction phase. Our team prepared borrow analyses, including estimates of project borrow needs, identifications of potential local borrow sites, and preparation of borrow plans and specifications to support the various phases of the project. HDR conducted a detailed erosion assessment along all 44 miles of the FRWL. We identified potential erosion sites and identified which sites presented a flood safety hazard and which required long-term monitoring. One active erosion site

area at the E. Gridley Road Bridge was identified as critical and in need of immediate repair; accordingly the site area was repaired during the 2016 construction season.

During the various project phases SBFCA and HDR coordinated with and obtained approvals from DWR, USACE, Central Valley Flood Protection Board (CVFPB), and an independent panel of experts. Our efforts also included coordination with SBFCA's right-of-way and environmental teams, as well as local utility companies. Input from review agencies as well as the right of way and environmental teams were incorporated early in the design process in order to meet project's goals, schedule milestones, and project budgets.

HDR also provided engineering during construction services, including reviews of contractor submitted requests for information, review of submittals, general construction observations, attended weekly meetings, and prepared technical memoranda, plan changes, and variance requests through the CVFPB, as necessary to address changing field conditions.

In 2016, the HDR project team identified deficiencies in an existing slurry wall that predated SBFCA. During the ensuing 2017 high flow event, seepage was observed along the landside of the FRWL within Yuba City. Our team worked with SBFCA to expedite designs for approximately three miles of FRWL improvement within Yuba City. A construction document package was prepared by HDR in approximately two months, including full reviews and approvals by USACE, DWR, and the CVFPB. The project was successfully bid and constructed on time and on budget during the summer of 2017.

In 2018, the HDR team worked with SBFCA to complete another five miles of levee improvements between Cypress Avenue and the Starbend Setback levee. The design team worked with USACE and SBFCA to update designs to meet USACE design criteria and to address Division of Quality Assurance (DQA), Agency Technical Review (ATR), Safety Assurance Review (SAR), and Biddability, Constructability, Operability, Environmental, and Sustainability (BCOES) reviews. The project construction contract was awarded by USACE and is anticipated to be completed during the 2020 construction season. HDR is currently providing USACE engineering support during construction.

HDR has led or participated in over \$400 million of recently and successfully completed FRWL rehabilitation and associated projects.





## Wye Area Sewer and Lift Stations

### Missoula County Public Works

*Missoula, Montana*

**Client Reference:** Shane Stack, Missoula County Public Works Director, 406.258.4818; Greg Robertson, (Former Missoula County Public Works Director and Director of Public Works, Forest Grove, Oregon), 406.830.5407

HDR provided a sewer collection backbone system planning and design effort to the Wye Area northeast of Missoula. Project elements included the development of a preliminary and final Rural Special Improvement District (RSID) boundary, establishing preliminary boundaries for subdivision and area-specific sewers, development of preliminary cost estimates and RSID valuations and identification of required right-of way easements and negotiations on key routes. This led to the creation of the area's RSID and implementation of the RSID funding through Missoula County's bond attorney. HDR provided preliminary designs and cost estimates; determined the final district boundaries; developed a method of assessment and conducted landowner research; drafted the project's Resolution of Intention to create the District; and conducted public meetings. The design report was completed according to the requirements of the State of Montana Department of Environmental Quality (MDEQ) circular WQB-2 for design and construction of public wastewater facilities.

HDR assisted the City of Missoula and Missoula County in developing the RSID assessment roles, coordination of all public involvement, development and management of the agency inter-local agreements for infrastructure ownership and management, and completion of the RSID public election.

The Wye Area is an approximately 1,750-acre area comprised of over 150 existing residences and over 900,000 square feet of commercial and light industrial uses. The undeveloped lands can add another 800 to 1,000 residences and 1,700,000 square feet of commercial and light industrial uses to the City of Missoula's wastewater service area. The project reduced a significant amount of sanitary sewer loading to the Missoula area aquifer by preventing on-site sewer systems in the area through regionalizing with the City of Missoula. HDR prepared project construction documents for bidding and construction of the project improvements and completion of the necessary NEPA documentation for the project. The sewer service infrastructure included approximately 98,000 lineal feet of gravity and force main sanitary sewer ranging in size from 8 IN to 27 IN diameter and two pumping stations. In addition to the sanitary sewer facilities, extension of water services was also completed. HDR assisted Missoula County with project bidding and bid evaluation and award of construction contracts. HDR, and their partner WGM, jointly administered the construction of the project, including construction engineering and observation throughout the construction period and project closeout.



## Mullan Road Corridor Sewer and Lift Stations

### Missoula County Public Works

*Missoula, Montana*

**Client Reference:** Shane Stack, Missoula County Public Works Director, 406.258.4818; Greg Robertson, (Former Missoula County Public Works Director and Director of Public Works, Forest Grove, Oregon), 406.830.5407

HDR provided assistance to Missoula County in the planning for installation of a regional wastewater collection system for a 2,280 -acre area in northwestern Missoula County. HDR developed a collection system model for planning interceptor sewers and pumping stations for the previously unsewered area. Model output was used to develop preliminary design of the area's collection system and estimated construction cost. HDR then assisted Missoula County with a formal public process for formation of Rural Special Improvement District (RSID) #8474 for the purposes of building the main backbone infrastructure system for the area. The backbone system includes over 42,000 lineal feet of gravity collector and interceptor sewers, from 8 IN to 36 IN diameter in size, and over 17,000 lineal feet of pumping force main three new submersible pumping stations. The backbone system capital cost was over \$4.7 million and enabled the County to provide sewer service to over 1,000 existing houses in the area and an ultimate buildout of over 4,500 houses in the area.

HDR assisted Missoula County in developing the RSID assessment roles, coordination of all public involvement, development and management of the agency inter-local agreements for infrastructure ownership and management, and completion of the RSID public election.

HDR provided preliminary engineering cost estimating special assessment methodology development and assessment valuations public meetings and development of resolutions for creation of the RSID. HDR also assisted the County in obtaining over \$2.7 million in financial assistance for the project including an \$800,000 UEPA STAG grant, a \$1.0 million aid to construction grant from the City of Missoula, \$500,000 from the Montana TSEP Program, and \$300,000 from the Missoula Water Quality District. HDR completed the design of three submersible pumping stations and associated long force mains standby power systems and the 8-inch to 36-inch collection system pipelines.

Key issues included Wastewater Collection System Modeling; Rural Special Improvement District Planning and Development; Design of Large Diameter Interceptor Sewer; Submersible Pumping Stations and Long Force Mains; Standby Power and Telemetry Control Systems; Odor Control and Corrosion Control. Additional project work included assisting the County with final development and implementation of RSID Nos. 8479 and 8480 for completion of the El Mar Estates/New Meadows and Golden West Sub-district connections. HDR also assisted the County in preparation of the implementation bid/procurement documents and provided construction administration assistance.



## Regional Sewer District Taney County

*Forsyth, Missouri*

**Client Reference:** Bradley Allbritton, PE, TCRSD Administrator, 417.546.7220, [ballbritton@tcrsd.org](mailto:ballbritton@tcrsd.org)

Taney County Missouri includes country music themed Branson along with the Silver Dollar City Amusement Park, Big Cedar Lodge, and numerous theatres highlighting country music artists. Along with Branson, the county also includes the communities of Hollister and Forsyth. The region had a few small sewer treatment plants but much of the population was on septic and the region was struggling with tremendous growth and over stressing the systems currently in place.

Over the last 25 years, HDR has assisted the County in providing regional wastewater planning and assistance as they formed the new Taney County Sewer District and passed a local assessment and sales tax to help fund the new agency. The County developed a plan to use a portion of the sales tax to assist the cities in upgrading their wastewater infrastructure. With the help of HDR, the County lined up approval for over \$40 million in initial funding from the Missouri State Revolving Fund Loan Program (SRF). Previous SRF loans in Missouri had depended on the loan recipient passing a revenue bond issue to provide collateral for the repayment of the SRF loan. In the case of Taney County, the Missouri Department of Natural Resources approved the sales tax that was passed as approved collateral.

As the rapid expansion of wastewater service took place, HDR took the lead in planning and designing major projects in areas of the County that had roads and other infrastructure but lacked adequate wastewater collection and treatment. Wastewater collection projects included the Short Creek, Poverty Point, and Lake Shore areas, all of which were pumped to the City of Hollister. HDR was selected by Hollister to design a new 3.2-million-gallon-per-day advanced nutrient removal treatment plant to serve these areas along with growth in the City. The Bee Creek area was also provided wastewater collection infrastructure and was pumped to the City of Branson. On the private side, HDR was selected by Bass Pro and Big Cedar Lodge to expand treatment facilities at Big Cedar and Top of the Rock destination resorts. HDR also assisted the City of Forsyth in expanding its wastewater treatment plant and is still assisting the County to develop new wastewater infrastructure around the City of Forsyth.

HDR continues to provide engineering services to the Taney County Sewer District.



## MAAPnext - Communications and Community Engagement Harris County Flood Control District

Houston, Texas

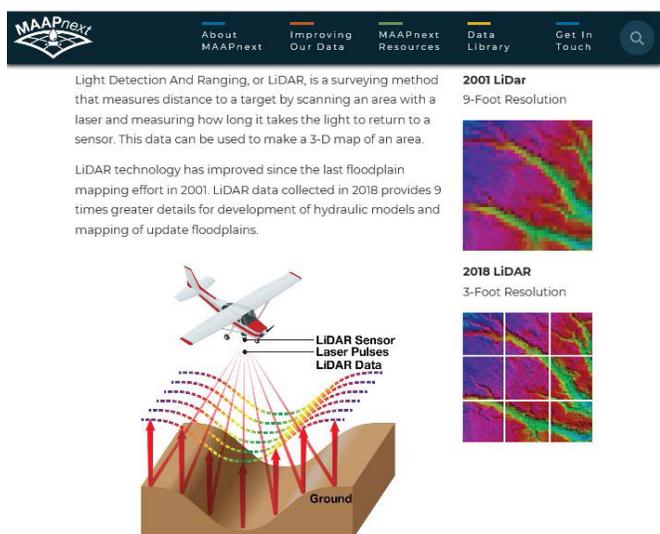
**Client Reference:** Brian Edmondson, PE, CFM, 346.286.4110, brian.edmondson@hcfcd.hctx.net

The Harris County Flood Control District (HCFCD), the Federal Emergency Management Agency (FEMA) and HDR are partnering to deliver Harris County MAApNext – or Modeling Assessment and Awareness Project – a flood hazard assessment project that will use the latest available technology and data to produce the most comprehensive and complete set of flood hazard maps in the County’s history. HDR’s Strategic Communications team plays an active role in communicating the project’s processes and results, and coordinating community education and engagement.

In coordination with a local communications subcontractor, HDR is executing a communications and outreach plan for the announcement of the project through its completion and submission of new maps to FEMA. The goal is to strategically identify key audiences and methods to communicate with them through an integrated and targeted mix of channels.

To begin, HDR completed a detailed social and political risk assessment to identify audience sentiment. Specific branding for the project has been developed and implemented, an interactive and regularly updated

website has been published, community and technical advisory group meetings have been planned, and key leaders at HCFCD and within the project have received media training.



## Assessment District Engineering Services

### City of Lemoore

Lemoore, California

**Client Reference:** Nathan Olson, City Manager, 559.924.6700, nolson@leemore.com

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The City of Lemoore has two existing assessment districts that fund maintenance, operation and servicing of landscaping and lighting, as well as street maintenance. The City could not adequately identify or describe the improvements maintained by these districts and they were not certain that the Engineer's Reports could withstand the heightened scrutiny resulting from recent court cases specific to assessments. The City retained Willdan's services to perform a complete evaluation and as-needed assessment engineering of the existing districts, including the zones of benefit within each. Willdan identified and quantified the improvements and services funded and made appropriate or necessary modifications to the Engineer's Reports and the structure of the districts and/or assessments that should be implemented based on current case law and legislative authority. Since that time, Willdan has worked with the City to annex new developments to the districts and ballot for new or increased assessments.

## Special District Administration and Re-Engineering Services

### City of Santa Clarita

Santa Clarita, California

**Client Reference:** Kevin Tonoian, Administrative Services / Information Technology Manager, 661.286.4027, ktonoian@santa-clarita.com

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Since 2010, Willdan has provided special district administration, formation and annexation services to the City of Santa Clarita. During this time, engagements have included the following.

- Transition of Landscape Maintenance Districts from the County of Los Angeles' jurisdiction to the City, which required the preparation of a special versus general benefit review and analysis of potential modifications necessary for Proposition 218 compliance and/or the re-engineering of special districts.
- Formation of the City's stormwater fee district in compliance with the federally-mandated National Pollution Discharge Elimination System (NPDES); included the tracking of all current annexations to the City's boundary and reviewing LAFCO documents for inclusion of the district.
- Annexation of new development to the City's Streetlight Maintenance District and separate Landscape Maintenance District, which includes preparation of the Engineer's Reports, resolutions and notices and ballots.

## Assessment Engineering Services for the Annual Levy of Street Lighting and Landscape Maintenance District

### City of Yorba Linda

Yorba Linda, California

**Client Reference:** David Christian, Assistant City Manager, 714.961.7107, dchristian@yorbalindaca.gov

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Willdan has worked with the City over the past six years to develop and implement modifications to the district structure, budgets and assessments for the landscaping and lighting improvements throughout Yorba Linda. Through the late 1980s, the City established several assessment districts to fund the ongoing maintenance and operation of various public improvements. In accordance with the provisions of Proposition 218 and in light of the court cases regarding assessments, the City, with Willdan's assistance, re-organized the District and conducted several successful assessment ballot proceedings. The current District and associated assessments provide a funding source for the maintenance and operation of various improvements, which generally include, but are not limited to, specific landscaped areas, street lighting, and traffic signals. These improvements are separated and assessed on both a citywide and local benefit basis.

Willdan also annually administers this District on the City's behalf, which is comprised of over 22,600 parcels levying approximately \$7.0 million. Furthermore, the Willdan team has been tasked with the creation of expanded zone improvement descriptions, which are incorporated to the Engineer's Report to enhance the identification of special versus general benefit.

## 02 Scope of Service

# 02. Scope of Service

## Summary

HDR/Willdan is pleased to propose Assessment District Formation support for the Feather River West Levee Finance Authority. From initial planning through final design and construction, HDR has played a major role in delivering the recently completed Feather River West Levee Project. Supporting the financial viability of Levee Districts 1 and 9 to provide long-term Operation and Maintenance, Repair, Replacement and Rehabilitation (OMRR&R) is a natural conclusion to SBFCA's successful implementation of this award-winning project. HDR possesses deep technical knowledge of the flood management system, but perhaps more significantly, has deep understanding of the impacted community that has weathered floods, COVID-19, and economic recession. Moreover, HDR has partnered with Willdan to provide not only expert Proposition 218 and annual administration services, but also renowned consulting services for local agency financing, revenue optimization, financial risk assessments, and strategic communications and outreach. The project team of HDR/Willdan is uniquely poised to support the successful formation of the FRWLFA Assessment District.

HDR/Willdan will accommodate and/or mitigate impacts of the current, turbulent period of economic uncertainty associated with COVID-19 and a consequential national election. These unprecedented impacts on Proposition

218 voters in 2021 cannot be fully known today. To address these "known unknowns," HDR/Willdan will achieve the goals of FRWLFA through a combination of flexibility, responsiveness, and a structured contingency plan in the event that economic conditions are not conducive to successful Proposition 218 noticing and balloting in 2021.

## Project Management

HDR's project manager will manage the contract scope, schedule, and budget for project team activities as functionally illustrated in the attached work breakdown structure. Earned value will be prepared and communicated to SBFCA on a monthly basis to ensure timely, cost-effective deliverables. For near-term milestones, meetings, or deliverables, earned value will be prepared on a more frequent basis. Project management will also occur at the activity level for each team member as shown on the attached breakdown of hours.

HDR's project manager will prepare the Program Management Plan (PMP) which includes descriptions of the project team, contact information, communication protocols, scopes of work and task assignments, technical requirements, a detailed schedule, budgets, project administration, and documentation protocols. The PMP will be distributed to HDR team members and SBFCA, and updated as needed.



### **ASSUMPTION:**

- All work will be completed by July 1, 2022

### **DELIVERABLES:**

- Monthly invoices for services and deliverables rendered
- Monthly progress reports

## **Assessment Engineering Services**

Proposition 218 requires any local agency proposing to increase or impose a special assessment to “separate the general benefits from the special benefits conferred on a parcel.” Cal. Const. art. XIID § 4. For properties impacted by LD1 and 9 OMRR&R of the West Feather River levees, the proposed Assessment District will receive a special flood protection benefit in the form of a reduction in expected flood damages. Previously, a number of local and State-led studies have generated engineering and other technical data that directly supports the Engineer’s Report. These include but are not limited to the Feather River Regional Flood Management Plan (FRRFMP), the FRRFMP Governance study, Central Valley Flood Protection Plan O&M Cost Study, and numerous studies by SBFCA, LD1, and LD9. The project team will maximize and leverage the use of these existing documents to reduce project costs, and to provide consistent deliverables. The benefit assessment methodology, assessment apportionment approach, and rate analysis will be documented in a technical memorandum.

HDR/Willdan will review previously prepared floodplain mapping to delineate properties benefitting from enhanced OMRR&R funded by the prospective assessment, and as defined under Proposition 218. As these maps will undergo intense public scrutiny, HDR/Willdan will implement rigorous Quality Assurance (QA) procedures. To augment QA, floodplain mapping will be cross-checked with a number of similar existing studies, such as those produced for FEMA accreditation, emergency action plans and recent dam safety studies by DWR. As the designer of record for the majority of the subject levees, HDR will utilize existing experience and work products to further reduce cost and time to accurately delineate benefitting parcels.

DWR, FRRFMP, LD1, and LD9 have recently performed studies of the annual cost of OMRR&R for the subject flood control system with regard to new regulations, policies, grant guidelines and laws. Close coordination with the Central Valley Flood Protection Board, DWR, and USACE will be necessary to confirm new technical requirements are provisioned in proposed Assessment District.

Flood control projects, such as those operated and maintained by LD1 and LD9, provide only special benefits (not general benefits). And because these flood control works protect particular parcels from damage due to inundation or rising floodwaters, benefits are provided directly and proportionately to those parcels on an individual basis. The project team will apportion OMRR&R costs based on benefits (as described in the Assessment Methodology), and document findings in a rate study for all properties benefitting from OMRR&R of the flood protection system operated and maintained by LD1 and LD9.

All findings of the benefit area delineation, OMRR&R cost study, assessment apportionment, and rate study will be documented in the Engineer’s Report as the key deliverable for hearings, as well as the noticing and balloting that comply with Proposition 218. HDR/Willdan will provide administrative and technical support to SBFCA and FRWLFA to comply with Proposition 218 and associated assessment balloting requirements. Willdan will submit the assessment levy to Sutter County, and will administer the Assessment District for the fiscal year following the establishment of the district.

The requirements of Proposition 218 outline the approach necessary to meet the property owner notification requirements. There are several steps to this process and are as follows:

1. Hold a Public Meeting – After the completion of the Engineer’s Report, and development of the projected assessments, the agency holds a public meeting (Intent Meeting) to receive comments on the proposed assessment from affected property owners. The agency must notify the affected property owners of the meeting at least 10 days in advance. At the meeting, anyone can talk about the nature, costs, and components of the proposed benefit assessment. The agency may hold more than one public meeting to discuss the proposed district with the public. The meeting is for public comment only, as well as to present the necessary resolutions associated with the formation process; the agency cannot adopt the Engineer’s Report until a later public hearing.
2. Mail notices and ballots – Notices and ballots are mailed to each property owner of record subject to the proposed assessment to cast their ballot for or against the proposed assessment. The notice, including the ballot, will contain the date, time, and place of the

public hearing at which ballots will be counted, as well as specific information about the proposed benefit assessment will be explained. The notice and ballot must include the purpose of the assessment, the amount that would be charged to the owner's parcel, how that amount was calculated, and the duration of the assessment. The ballot must carry the agency's address so that property owners can return their ballot by mail.

3. Public hearing – As noted, the notice and ballot, will contain the time, place, and date of the public hearing to review and discuss the proposed assessment. Property owners must be notified of the hearing at least 45 days in advance of the public hearing. At the hearing, the agency will discuss the proposed assessment and count the ballots, which must be opened in a public venue.

The assessment ballots are weighted by the amount each property owner is expected to pay. In other words, those paying more receive a larger share of the vote based on the special benefit each parcel receives from the assessment. For example, a property owner that receives twice the benefit of another property owner would pay twice the assessment. The property owner paying twice as much would also have their vote count twice as much.

If the votes cast determine that the weighted majority of the voting property owners oppose the assessment, then the agency must abandon the formation of the assessment district.

4. If the district is successfully formed, the agency will begin levying the assessments to each parcel. Generally, the assessment appears on a property owner's annual property tax bill. If included in the assessment methodology, the amount may be increased annually to reflect the increases in cost-of-living or as new services become available. If the approach outlined results in the assessment to increase according to a formula or range (inflater), the amount can increase automatically. However, if the agency needs larger increases that are not identified in the Engineer's Report, they must go through another Proposition 218 process to establish the necessary assessment.

#### **ASSUMPTION:**

- Availability of existing floodplain maps and associated hydrologic and hydraulic studies for subject levee reaches as prepared for SBFCA, LD1, LD9, and Sutter County

#### **DELIVERABLES:**

- Assessment Methodology Technical Memorandum (TM)
- Engineer's Report
- Contingency Plan TM (if necessary)
- Assessment Roll

### **Public Outreach and Education Services**

Public outreach and education is critical to building awareness, understanding, and support for the formation of the proposed district. The success of this engagement is complicated and potentially threatened by timing of recent events beyond the control of FRWLFA and SBFCA; however, a proactive and multi-faceted communications and outreach plan, coupled with a contingency plan (below) will minimize social and political risk while maximizing support. The HDR/Willdan team is composed of experienced leaders of the successful FRWLP with extensive public engagement experience within Sutter County, backed by our nationally experienced in-house full service Strategic Communications Team based in Sacramento. The HDR team has extensive experience informing and engaging the same Sutter County property owners who will be asked to cast their ballot in regard to the FRWLFA Assessment District. Credibility is essential to connect with affected property owners, and nothing attests to credibility more than the successful construction of public infrastructure. HDR's key role in the FRWLP capital project will provide an immediate boost to the public outreach campaign.



HDR's Strategic Communications Team has helped hundreds of federal, state, and local agencies connect successfully with their constituency to build and maintain infrastructure designed to keep communities safe while thriving within the constantly changing world. We understand that technology and culture have drastically changed the way people seek information and communicate. Personal smart devices and an evolving culture that communicates through social media or other online outlets requires agencies to utilize a blend of "grass roots" traditional outreach tactics with use of digital communication to reach all target audiences within "their" preferred method or language. This dynamic approach, coupled with effective and concise messaging and visuals will be critical in reaching our audiences with information that resonates and promotes opportunity for informed decisions.

A tailored engagement program will leverage existing local venues and relationships, and create new opportunities to educate, inform, build awareness, establish relationships and support for the proposed new assessment district. A successful and strategic engagement program will identify target audiences, develop key messages and talking points, create effective and flexible tools and strategic tactics, and implement in a timely manner. Moreover, HDR has identified several key factors that make up the foundation and goals of the engagement program:

1. Foster a broad-based understanding of flood control and its impact to public safety
2. Promote education or re-education of the public and targeted property owners regarding financial challenges and opportunities within the economically disadvantaged region of the FRWLP
3. Support locally led advocacy and engagement efforts
4. Inform and drive understanding of the voting public regarding:
  - a. Financial and public safety benefits of LD1 and LD9 OMRR&R
  - b. OMRR&R requirements for FEMA accreditation and potential regulatory and financial impacts
  - c. Financial benefits of apportioning OMRR&R costs to all benefitting properties, instead of along arbitrary political boundaries
  - d. Changes in State and federal laws that necessitate financially viable OMRR&R

During these unprecedented times of the COVID-19 pandemic and evolving health mandate for "social

distancing" and quarantines, effective communication and ability to reach target audiences is even more challenging. The pandemic has resulted in a public that is confused, unsettled, and stressed. They are inundated with information that evolves daily, with a focused concern centered on health, safety and financial constraints. Their appetite for change and ability to focus on long-term topics is uniquely different than it was just a few short months ago. Therefore, creating messaging that is relevant, speaks to their concerns, garners attention and resonates while utilizing safe methods of information sharing and engagement are cornerstones of the HDR engagement program. HDR has successfully been implementing virtual and digital engagement strategies for almost a decade and has extensive best practices that will be deployed on behalf of the SBFCA. From social media campaigns to virtual and interactive web-based meetings that offer convenience for attendees to participate safely and at their desired time, HDR will provide effective options for sharing information to the diverse rural and urban communities that are impacted by the proposed Assessment District.

Understanding who we want to communicate with is the first step to developing a strategic engagement program. Identifying organizations that are trusted and have established memberships and communications tools will lead to partnerships and successful information sharing, education and promotion. Based on extensive prior outreach engagements on behalf of SBFCA and an



understanding of potentially impacted property owners, the following initial list of agencies and organizations will be proactively engaged:

1. Sutter County Electeds and Management
2. Cities of Biggs, Gridley, Live Oak, and Yuba Elected and Management
3. Tribal Governments
4. Realtor's Association
5. Yuba-Sutter Farm Bureau
6. Yuba-Sutter Chamber of Commerce
7. Yuba-Sutter Economic Development Corporation (YSEDC)
8. Sutter County Board of Education
9. NGO's, Environmental and Civic Service Organizations
10. Residential Associations
11. Emergency Personnel and Organizations

These organizations, along with other key area stakeholders, community leaders, and property owners will make up the contact database that will serve as the main resource for reaching our target audiences. Contacts will be communicated with regularly through a variety of tools such as in-person discussions, presentations, media alerts and electronic information blasts; this effort also includes input tracking, analysis and reporting on engagement efforts for the project team, decision makers and the public. Once established, the following tools and tactics are recommended for implementation to guide the engagement program:

- **Social and Political Risk Analysis:** Because we know that an effective communications and engagement program starts with understanding our target audiences we will begin by performing a social and political risk analysis as a first step. The results of the analysis will guide our development of a targeted engagement program utilizing the right messaging, tools and tactics.
- **Strategic Communications Plan:** Based on the social and political risk analysis, HDR will build in collaboration with SBFCA, a strategic Communications Plan to serve as a roadmap for engagement, key messages, desired outcomes, strategies by audience, tools and materials, tactical action steps, schedules, and success measurement methodology.
- **Website:** Development of a FRWLFA -specific web page within the existing SBFCA website will serve as the main source of information and provide a means of

distributing key information, such as progress reports, meeting notices, and schedule updates. An identifiable URL will be purchased and drive viewers directly to the internal page for ease of navigation and recognition. The URL will be promoted within all communications and updated regularly.

- **Stakeholder Coordination and Engagement:** Proactive outreach to targeted and diverse stakeholders and partner agencies will be conducted through a variety of activities to inform, share information, and build ambassadors.
- **Collateral Materials:** Creation of various materials in print and digital formats to clearly communicate the proposed assessment and its benefits to the community, including a fact sheet, mailers, surveys, FAQ, invites, display boards and PowerPoint presentations. We also recommend that components of the Engineer's Report be utilized to develop an executive summary brochure to aid in highlighting key information for ease of review, understanding and consumption of data to support the Assessment District.
- **Levee Tours (Virtual/In-person):** Notwithstanding Hurricane Katrina in 2005, catastrophic flood events are historically either forgotten by the voting public or diminished with the passage of time. To reestablish and reinforce the existential and financial relevance of the recently improved Feather River West Levee that protects 95,000 lives and livelihoods, we propose a series of both physical and virtual levee tours as a means of reengaging the public in the flood control system, including the just-in-time flood protection provided during the 2017 flood event. These tours are modeled on the successful outreach campaign that supported the 2010 Proposition 218 services for SBFCA in which an overwhelming majority voted for the Assessment District despite the recession and staggering unemployment.
- **Public Meetings/Hearing:** The HDR/Willdan team will support and/or host up to five public informational meetings and/or hearings to share information, seek input and meet Proposition 218 requirements.
- **Online Virtual Meetings:** Providing an online forum that can be accessed by smart devices at home, work or school allows for a much broader audience reach and provides equity in participation. Online public meetings will be promoted along with in-person public

meetings to provide opportunity for participation at the attendee's convenience. The web-based format accompanies the in-person larger forums and enables interested parties to view information for a longer duration and provide input from any location during the period of time the meeting is live. This best practice broadens our reach and engagement numbers to yield higher return on investment for outreach activities.

- Media Relations Campaign: Augmentation of SBFCA media relations efforts through identification of key outlets and contacts including ethnic and community news sources to regional papers and industry publications. In addition, HDR will develop potential ads for placement in critical publications, create an editorial board outreach strategy, prepare news releases, bylined stories, talking points, and dissemination strategy.
- Social Media Campaign: Develop a comprehensive strategy to leverage SBFCA's member agencies' social platforms currently in use who can share and organically expand our audience. In addition, prepare graphic and text-based social media content for posting on client and partner channels (i.e., Facebook, Twitter, Instagram). As part of the campaign, HDR will have ongoing social listening and monitoring that will provide a clear picture of active dialogue, sentiment and perception to aid in flexing the engagement program to address and minimize risk and change perception.
- Video Production: Creation of a short animation video (45-60 seconds) that allows SBFCA to communicate in an engaging, meaningful way to the public about the proposed assessment and its benefits. Videos can also be mass distributed electronically via social media, website and e-blasts as well as through news media.

#### **ASSUMPTIONS:**

- To the extent practical or available, access to existing public venues and communication media as utilized by SBFCA, LD1, LD9, and Sutter County

#### **DELIVERABLES:**

- Strategic Communications Plan
- Digital Media
  - Website
  - Virtual Levee Tours
  - Online Virtual Meeting
  - Video animation

- Media Relations
  - Strategy and Ads
  - Media List and press releases
  - Social Media posts
- Collateral Materials
  - Fact Sheet
  - Mailers
  - Presentation
  - Display boards
  - Engineer's Report Executive Summary Brochure

### **Contingency Planning (additional services)**

Due to unprecedented impacts of COVID-19, the current economic recession, and a consequential national election, there is substantial risk associated with holding a Proposition 218 balloting in the spring of 2021. FRWLFA will likely have only one opportunity to propose the formation of an assessment district; thus, delaying the process to the following year may be in the best interest of FRWLFA. It is impossible to predict the economic and psychological climate that will influence the public in the spring of 2021 at this time. However, the project team will plan for conditions adverse to the proposed formation of the district by:

1. Conducting a risk assessment immediately prior to release of the Engineer's Report as to the likely outcome of the election.
2. If the risk assessment concludes that a 2021 formation will not be successful, HDR/Willdan will prepare a contingency plan to help achieve a successful assessment ballot proceeding.
3. Should FRWLFA determine that the formation of the district requires a delay, the project team will recommend, as part of contingency planning, measures to mitigate consequences of the delay including bridge financing and alternate revenue sources.

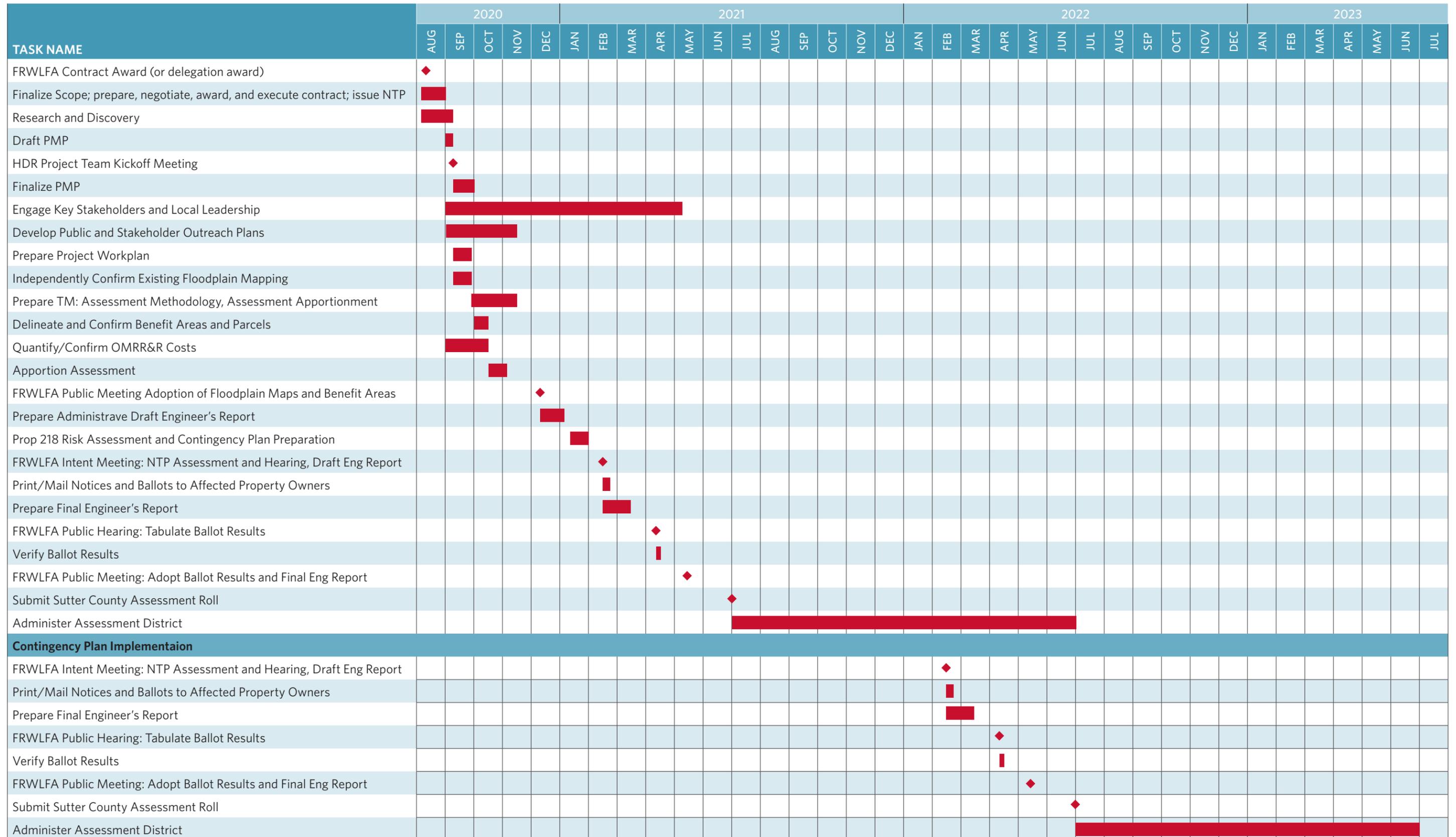
#### **ASSUMPTION:**

- SBFCA cannot sustain a second Proposition 218 balloting if the 2021 effort is unsuccessful

#### **DELIVERABLE:**

- Contingency Plan Technical Memorandum

## 03 Schedule



## 04 Fee and Cost



Benefit Assessment District Administration Formation Services Fee				
No.	Task Description	HDR	Willdan	Total Costs
<b>1. Project Management</b>				
1.1	Project Management	\$14,924	\$3,800	\$18,724
1.2	Invoicing and Progress Reports	\$8,646	\$290	\$8,936
1.3	Scheduling	\$6,278	-	\$6,278
1.4	Status Meetings	\$12,556	-	\$12,556
1.5	Client Status Meetings	\$6,278	-	\$6,278
1.6	EV	\$5,023	-	\$5,023
1.7	Workplan	\$2,511	-	\$2,511
<b>Subtotal Project Management</b>		<b>\$56,216</b>	<b>\$4,090</b>	<b>\$30,306</b>
<b>2. Assessment Engineering Services</b>				
2.1	Benefit Assessment	\$5,128	\$14,520	\$19,648
2.2	Rate Analysis	\$7,276	\$4,750	\$12,026
2.3	Cost Allocation	\$5,198	\$4,350	\$9,548
2.4	Technical Memorandum	\$5,057	\$9,610	\$14,667
2.5	Cost Development	\$5,395	-	\$5,395
2.6	Engineering Report Draft	\$9,366	\$9,660	\$19,026
2.7	Engineering Report Final	\$6,113	\$2,320	\$8,433
2.8	Technical Review	\$1,256	-	\$1,256
2.9	Hearing and Ballot Process Support	\$12,556	\$11,720	\$24,276
2.10	Administration - First Year Collection	\$2,511	\$4,980	\$7,491
<b>Subtotal Assessment Engineering Services</b>		<b>\$59,856</b>	<b>\$61,910</b>	<b>\$121,766</b>
<b>3. Public Outreach &amp; Education Services</b>				
3.1	Develop Public Outreach Program	\$127,177	-	\$127,177
3.2	Outreach Meetings/Workshops	\$38,830	-	\$38,830
3.3	Outreach Digital/Social Media	\$139,401	-	\$139,401
3.4	Community Stakeholder Outreach	\$9,417	-	\$9,417
<b>Subtotal Public Outreach &amp; Education Services</b>		<b>\$314,825</b>	<b>-</b>	<b>\$314,825</b>
<b>4. Contingency Planning (Additional Services)</b>				
5.1	Contingency Planning	\$1,883	-	\$1,883
<b>Subtotal Contingency Planning (Additional Services)</b>		<b>\$1,883</b>	<b>-</b>	<b>\$1,883</b>
<b>Total Effort</b>		<b>\$423,781</b>	<b>\$66,000</b>	<b>\$498,781</b>
Subconsultant Markup (2.5%)		\$1,650	-	\$1,650
<b>Total Effort with Mark Up</b>		<b>\$434,431</b>	<b>\$66,000</b>	<b>\$500,431</b>

## **05** Conflict Disclosure



# 05. Conflict Disclosure

With respect to this project, we are not aware of any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for engineering services to be awarded pursuant to this RFP.

# Appendix

## Resumes



## Mike Inamine, PE

Project Manager

Mike is an experienced leader in water resources and flood risk reduction in California with a wealth of agency experience gained from serving as a leader at both the CA Department of Water Resources and the Sutter Butte Flood Control Agency. Mike is a team builder who has had success bringing local, state, and federal agency staff together to find synergies and jointly solve problems. Mike understands the myriad agency policies and regulations governing water projects and he has the relationships and experience to be able to navigate through and satisfy regulatory processes and drive projects to completion. He is experienced with leveraging multiple funding sources to identify and maximize available funds at the federal, state and local level.

### RELEVANT EXPERIENCE

#### EDUCATION

Bachelor of Science,  
General Engineering,  
Santa Clara University,  
California

#### REGISTRATION

Professional Civil  
Engineer, No. 45219,  
California

#### California Aqueduct Subsidence Program (CASP), California Department of Water Resources (DWR)

Mike served as the Program Manager and prepared the CASP Management Plan and related policy documents. He directed the preparation of all scope, schedule and budget documents. He managed relationships with the owner (Division of Operations and Maintenance), State Water Contractors, State Water Project contractors, United States Bureau of Reclamation, and other stakeholders. He proactively reached out to environmental and agricultural non-governmental organizations. Mike directed the review of Groundwater Sustainability Plans under the Sustainable Groundwater Management Act of 2014. He also recommended policies for consideration by the DWR Executive Team.

#### Feather River West Levee Flood Management Project, SBFCA, Sutter and Butte Counties

As Executive Director, Mike led the administration and programs of SBFCA, including over \$360 million of completed flood management and multi-benefit projects on the Feather River. He prepared, updated, and executed the SBFCA Strategic Plan. He led the development of long-term strategies, agency organization, funding and financial plans, and executed plans, policies, and other actions authorized by the SBFCA Board of Directors. As the representative of the local sponsor, Mike provided technical support for the \$689 million, USACE Sutter Basin Project, authorized by Congress in 2014 and re-authorized in 2016. Mike directed the design, permitting and Right-of-Way work that resulted in completion of the authorized project. He also directed

and performed advocacy at all levels of local, State, and federal government.

#### Levee Repairs and Floodplain Management/ FloodSAFE, DWR

As Division of Flood Management Chief, Mike provided policy direction and leadership for the geotechnical evaluation of 1,900 miles of Central Valley Levees. He served on the Urban Levee Design Criteria and Urban Level of Protection teams. He managed a large, multidisciplinary organization charged with levee evaluations, levee repairs and floodplain management. Mike served as Principal-in-Charge for the \$350 million Critical Levee Repairs Program, the \$190 million Urban and Non-Urban Levee Evaluation Projects, and the \$120 million Central Valley Floodplain Evaluation and Delineation Project. He also served as a member of FloodSAFE Executive Leadership Team.

#### Construction Office, Division of Engineering, DWR

As Chief, Mike directed the work and administration of all construction contracts for the SWP and other client agencies. He was the Principal-in-Charge for over \$60 million annually in construction contracts. Supervised 90 professional staff comprising three field offices. Responsible for all construction phases including preparation of contract documents, contract administration, litigation and operational startup of new facilities. Oversaw development of long and short-range work programs, including staffing, budgeting and scheduling. Ensured compliance with State and federal environmental laws and regulations. Served as Project Manager for the construction phase of Tehachapi East Afterbay.



## Robert Boling, PE

Principal-in-Charge

Robert's experience has been focused on finding creative solutions to address complex water resource issues. In his capacity as Principal-in-Charge on the projects described below he focused on ensuring that the projects had the resources they needed when they needed them, the quality of our work was what the client was expecting and to resolve issues when needed. Robert personally volunteered and was involved in the Grass Roots Community Effort to establish the SBFCA assessment that helped to pass the initial assessment for SBFCA.

### RELEVANT EXPERIENCE

#### EDUCATION

Bachelor of Science, Civil Engineering, California State University, Sacramento

#### REGISTRATION

Professional Civil Engineer, No. C64634, California

#### INDUSTRY TENURE

22 Years

#### **Task Order 10 - Engineering Design Services, SBFCA, Yuba, California**

SBFCA has requested HDR complete the designs for levee repairs for both the 2013 2014 and 2015 construction seasons. In general HDR is to prepare final designs that are bid ready and remaining cutoff wall windows in 2014. Several project areas will be advanced Project from 65% design to final design as well as supporting design activities SBFCA team support and coordination with the Independent Panel of Experts (IPE) and regulatory agencies.

#### **Task Order 4 - Segments 1-6, SBFCA, Yuba, California**

The Feather River West Levee (FRWL) project encompasses roughly 44 miles of levee from the Sutter Bypass to Thermalito Afterbay through Sutter and Butte Counties. HDR completed geotechnical and civil analyses and generated a Pre-Design Formulation Report (PFR) for the west bank of the FRWL. This task order includes the additional work that is necessary to complete geotechnical analyses and 60% design for the project. Task Order 4 relates specifically to Segments 1 to 6 of the project.

#### **Task Order 6 - Supplemental Activities, SBFCA, Yuba, California**

The HDR Team has performed geotechnical exploration activities in support of 60% Design as previously authorized. Due to landowner requirements that developed during the work some of the explorations were not able to be completed within the scheduled timeframe and with the on-site equipment used to complete the vast majority of the explorations. Exploration equipment was demobilized at the completion of explorations for which the design team had permission to access sites to perform investigation. Due to landowner

requirements twelve explorations that were planned to be completed but were not are currently scheduled to be performed in November. As a result this task order will be to remobilize exploration equipment as well as additional coordination activities to execute the remobilization and exploration.

#### **Upper Yuba River Levee Improvement Project, Three Rivers Levee Improvement Authority, Yuba, California**

Provided engineering analyses and design services to identify problems and provide corrective information and documents (PIRs TMs PS&E and environmental documentation) to support the repair of a reach along the Yuba River South Levee (from SR70 to Yuba Gold Fields) in order to achieve FEMA certification. Specifically services include: geotechnical investigations and lab testing topographic data acquisition preliminary engineering and alternatives analyses preparation of Technical Memos preparation of a Problem Identification Report development of final construction documents (plans specifications and construction cost estimate); preparation of Basis of Design documents construction permit application preparation environmental analyses and documentation preparation of DWR EIP project documentation and preparation of FEMA Levee Certification documents (as required).

#### **Upper Yuba Levee Improvement Project CM, Three Rivers Levee Improvement Authority, Yuba, California**

HDR will provide Construction Management services during the construction phase of the Levee Landside Improvement south levee of the Yuba River from approximately Highway 70 to Shadpad Road (approximately 500 feet).



## Shawn Koorn

Economics

Shawn Koorn leads HDR's Utility Rate and Finance group which provides financial planning, cost-benefit analysis and economic review towards development of rate and cost of service studies for utilities across the U.S. Shawn's experience involves all analytical aspects of the utility financial planning and rate setting process. These include the development of revenue requirements, cost of service, and rate design studies for clients. He is highly capable and understands the finer technical issues involved with each project, as well as the broader economic issues that today's utilities are facing. Shawn also has extensive experience with regulatory filings before public service commissions and has provided expert witness testimony. His experience and knowledge of "generally accepted" rate setting techniques allows him to develop excellent testimony to support the analyses.

### RELEVANT EXPERIENCE

#### **Stormwater Rate Study, City of Stockton, Stockton, California**

HDR led the development of a comprehensive stormwater rate study for the City. This included the development of a revenue requirement (financial plan), cost of service analysis, and rate design. The revenue requirement developed a funding plan to prudently support the O&M and capital needs of the utility to develop a long-term rate transition plan. The cost of service analysis provide the cost-basis for establishing rates under Proposition 218. Finally, rates were designed to reflect the overall revenue needs and cost of service analysis. At the completion of the technical analysis, HDR presented the study results and recommendations at various public meetings, committee meetings, and City Council meetings. At the completion of the study, a written report was developed to document the basis for the proposed rates.

#### **Comprehensive Water and Sewer Rate Study, City of Folsom, Folsom, California**

HDR completed a comprehensive water and sewer rate study for the City of Folsom. This included the development of cost-based rates to meet the requirements of Proposition 218. Key to the analyses was the establishment of adequate rate funded capital levels for both utilities. HDR developed the analysis in collaboration with City staff and presented the results of the study to the advisory committee and City Council for approval and adoption.

#### **Comprehensive Rate and Fee Study, Sacramento Suburban Water District, Sacramento, California**

HDR completed a comprehensive water rate study and capacity fee study for the District. One of the key issues for the

District was the proper and adequate funding of replacement capital within the District's rates. HDR worked with the District's Board to establish financial policies and then developed a financial plan (revenue requirement analysis) to consider a rate transition plan. The Board adopted an approach which phased the rates in over a five-year to fully fund renewal and replacement capital projects. In addition to the rate study, HDR reviewed and updated the District's capacity fees. HDR reviewed the District's prior methodology and recommended changes to the methodology to establish more cost-based and defensible fees.

#### **City of Woodland, Comprehensive Water and Sewer Rate Study, City of Woodland, Sacramento, California**

For over 12 years, HDR has been assisting the City in the development of their water and sewer rates. The initial water rate study established metered water rates and a transition away from flat rates for the City's customers. Subsequent rate study updates continued to refine the level of the water rates through the drought and changes in City services. Key to the development of the wastewater rate study was adequately funding renewal and replacement needs and reviewing the pretreatment program fees. For each study, HDR worked with the advisory committee during the development of the studies to gain feedback and input. At the completion of the analyses, HDR presented the results of the studies to the City Council for discussion and adoption. HDR also assisted in public outreach meetings and development of information for the public on the rate study.

### EDUCATION

Bachelor of Science,  
Economics, Central  
Washington University

Bachelor of Science,  
Business Administration,  
Central Washington  
University

### PROFESSIONAL MEMBERSHIP

Washington Finance  
Officers Association

### PUBLICATIONS

Shawn W. Koorn, "Are  
Your Rates Affordable?  
Your Policymakers  
Want to Know," Annual  
Conference, Presentation.  
Chicago, Illinois, 2013

Shawn W. Koorn,  
"Giving people what  
they want; water and  
sewer rate structure  
transition issues," Joint  
Management Conference  
2007, Presentation,  
Portland, Oregon, 2007

### INDUSTRY TENURE

25 Years



## Daniel Jabbour, PE

Assessment Engineering

Daniel has more than 21 years of experience as a civil engineer and has worked on projects in both the public and private sectors. He has a broad range of office and field experience, including staff management, project management, engineering and design, report and feasibility study preparation, plan and specification preparation, cost estimation, alternatives analyses, construction administration, and construction management. Daniel has served as civil lead on various projects including the Calero Dam Seismic Retrofit project and the Cedar Springs Spillway Heal Drain Repair project. He was a Civil Advisor for the Oroville spillway repair project and has led levee designs and improvements for over 27 miles of levees, bank protection, commercial site design and development projects, roadway utility infrastructure planning and design, preparation of mass grading plans, borrow plans, detention basin layout and grading plans, earthwork balance, and park grading plans. Projects have been multidisciplinary and included coordination with clients, local counties and cities, local flood control agencies, state and federal agencies, as well as utility companies.

### EDUCATION

Bachelor of Science,  
Engineering, University of  
the Pacific

### REGISTRATION

Professional Civil  
Engineer, No. 63110,  
California

### INDUSTRY TENURE

21 Years

### RELEVANT EXPERIENCE

#### **TO 21 Cypress to Star, SBFCA, Yuba, California**

In 2018, the HDR team worked with SBFCA to complete five miles of levee improvements between Cypress Avenue and the Starbend Setback levee. Daniel lead the design team and worked with USACE and SBFCA to update designs to meet USACE design criteria and to address DQA, ATR, SAR, and BCOES reviews. The project was put out to bid by USACE and is anticipated to be completed during the 2020 construction season. HDR is currently providing USACE engineering support during construction.

#### **TO 22-Reach 14 to 16 Cutoff Wall - Final Design, SBFCA, Yuba, California**

In 2017, during high flows in Feather River that resulted from the Oroville spillway incident, seepage was observed along portions of the landside of the FRWL and within the limits of Yuba City. Daniel lead the HDR team and worked with SBFCA to expedite designs for cutoff wall and utility improvements for approximately three miles of FRWL improvement within the Yuba City limits. A plans and specifications construction documents package was prepared by HDR in approximately two months including reviews and approvals by USACE, DWR, and the CVFPB. The project was put out to bid and construction was substantially completed on schedule during the summer of 2017.

#### **Task Order 1 - Engineering Design Services, SBFCA, Butte, California**

Completed geotechnical and civil analyses and generated a Pre-Design Formulation Report (PFR) for the west bank of the Feather River West Levee (FRWL). Identified project improvements and developed 30% design for the rehabilitation restoration and necessary improvements to 44 miles of the FRWL.

#### **Task Order 10 - Engineering Design Services, SBFCA, Yuba, California**

Daniel is technical lead for the design of approximately 16 miles of levee along the FRWL. He took lead on preparing a PFR that summarized project design criteria, rehabilitation measures, project alternatives, and cost. He led the preparation of the improvement plans and specifications that included cutoff walls and seepage berms. Duties included preparing basis of design reports, technical memoranda outlining the design, engineering considerations for field personnel reports, and bid documents. Daniel also provided construction administration support, attended weekly construction meetings, reviewed and responded to contractor requests for information, reviewed project submittals, and provided design changes to meeting changing field conditions.



## Kim Pallari, VICE PRESIDENT

### Strategic Communications

Kim has more than 23 years of experience as a project manager who focuses her expertise in conducting effective communications, education, and outreach programs for large and small infrastructure projects. Based in Northern California but working throughout the United States, she has extensive hands-on experience in developing and implementing multi-faceted and strategic public involvement programs for local, state, federal, and commercial clients during early planning, through environmental (CEQA and NEPA processes) and into design and construction phases; often working as an extension of staff and lead liaison with the community. She develops tailored communications programs that complement the community by blending traditional communications with innovative technologies and tools such as web-based meetings, interactive websites, infographics, video animation and use of social media to ensure that all target audiences are reached in their desired communication platform to maximize understanding while minimizing political and social risk to projects.

### RELEVANT EXPERIENCE

#### **Centennial Reservoir Communication Plan and Public/Stakeholder Outreach, Nevada Irrigation District, Grass Valley, California**

Provided communications plan, performed community impacts evaluation of alternatives identified in the EIR, and provided public/stakeholder outreach for the Centennial Water Supply Project, which consists of a new 110,000-acre-foot earthen reservoir and appurtenances on the Bear River. Developed a project communications plan, which identifies communication methods and processes for the public and stakeholders as part of the EIR process. Handled all mailings, including postal and electronic, related to the EIR process. Sent requested documents either electronic or printed, via mail or electronically to the public. Developed and maintained project mailing and distribution list.

#### **Comprehensive Facilities Master Plan (CFMP) Brochure, Padre Dam Municipal Water District, San Diego, California**

The District developed a 2015 CFMP that provides long range planning to create infrastructure sustainability for a strong future. The CFMP reflects current issues, trends, regulations and analysis, and ultimately provides recommendations for facilities and improvements through the next 25 years. HDR provided the District with strategic communications and graphic design services for development of a brochure that summarizes the CFMP. HDR's process involved identifying key elements and presentable data, creating

brand and graphic style concepts as well as developing key messages and content. Ultimately, HDR took the technical information contained in the 400 plus page CFMP and simplified it into a 10 page, colorful and easy-to-read brochure that can now be used for public communication purposes both in print and online.

#### **American River Watershed - Folsom Dam Mini-Raise Project - Folsom Bridge, USACE, Folsom, California**

As Communication and Public Relations Advisor, Kim worked closely with the USACE to develop and facilitate inter-agency stakeholder coordination meetings and a public engagement program to inform, build awareness and seek input on the Folsom Dam Mini-Raise Project. Kim developed agenda's and co-facilitated interagency meetings to discuss issues and next steps. Agencies included: Bureau of Land Management, Bureau of Reclamation, City of Folsom, Counties of Sacramento, Placer, and El Dorado; D.W.R., Folsom Lake State Recreation Area, Folsom Prison, National Marine Fisheries Service, Sheriff, SAFCA, SMAQMD, STA, Caltrans, State of Water Resources Control Board, U.S. Bureau of Reclamation, U.S. Fish & Wildlife Service, and WAPA. The Public engagement program included identification of key regional contacts, public meeting strategy and logistics management, creation of informational and bi-lingual materials including fact sheets, meeting invitations, letters, presentations and display boards and facilitated question and answer sessions.

### EDUCATION

Bachelor of Science,  
Recreation Admin,  
California Polytechnic  
State University,  
San Luis Obispo

### PROFESSIONAL MEMBERSHIP

American Public Works  
Association (APWA),  
Sacramento, Public  
Relations Chair

Women In  
Transportation,  
Sacramento (WTS)  
Past President, Advisory  
Board, 2014-2014

### INDUSTRY TENURE

23 Years



## Jim McGuire

### Principal Consultant

#### Education

*Bachelor of Science,  
University of California,  
Irvine*

#### Areas of Expertise

*Special District  
Annexations,  
Formations, and  
Administration*

*Parcel and Property-  
related Revenue Audits*

*Feasibility Studies*

*Proposition 218*

#### 27 Years' Experience

Principal Consultant Jim McGuire specializes in parcel and property-related revenue audits; district administration; and annexations/formations of various special districts, such as 1972 Act Landscaping and Lighting Districts, Fire Suppression Assessments, Community Facilities Districts, and Benefit Assessment Districts for streets and storm drain facilities, as well as Property and Business Improvement Districts. Mr. McGuire possesses over two decades of experience working with the public and local governments on special districts. His experience includes study sessions for staff and City Councils, along with facilitation and/or technical support for advisory committees and property owner workshops.

#### Project Experience

**City of Moreno Valley – Needs Assessment of the Moreno Valley Community Services District:** The Moreno Valley Community Services District (CSD) was formed in 1984 to continue the provision of services that were previously provided by the County of Riverside through County Service Areas. Over the past 30 years, additional Zones of Benefit were added to the CSD to provide funding for parks and community services, street lighting, landscape maintenance, and median landscape maintenance. The CSD was experiencing revenue shortfalls in most of its Zones, which required either General Fund support or a reduction in services.

Mr. McGuire assisted the City by performing an initial macro review and evaluation of the CSD and related charges. A comprehensive document was provided to the City outlining the findings of the analysis by Zone, as well as recommendations for their consideration and implementation of various approaches to resolve the issues. Some but not all of these modifications have been implemented including the replacement of a few CSD Zones with new 1972 Act Landscaping and Lighting District and annexations and expansion of the City's Community Facilities District.

**Cities of Yorba Linda, Moreno Valley, La Quinta, Palm Desert, Poway, Thousand Oaks, Tracy and Lemoore, McKinleyville Community Services District, Hollywood Entertainment District, Orange County Vector Control District and Sacramento Metropolitan Fire District:** Conducted benefit analysis studies or restructuring plans and assisted these agencies with implementation strategies related to the identification of special versus general benefit necessary for Proposition 218 compliance and/or the re-engineering of special districts.

**Cities of Guadalupe, Lemoore, Moreno Valley, Murrieta, Palm Desert, Indio, Rancho Mirage, Fairfield, La Quinta, Tracy, Santa Clarita, Yorba Linda and El Centro; and County of Los Angeles:** Mr. McGuire has managed and provided, on an "as-needed basis" special assessment district formations and annexations, as well as Proposition 218 ballot proceedings for new or increased assessments, for each public agency identified.

**Cities of Arcadia, Artesia, La Quinta, San Rafael, Thousand Oaks, and Yorba Linda, Pomona PBID, Pasadena PBID and Los Angeles County Parks and Recreation Department:** During the assessment engineering engagements conducted for these public agencies, Mr. McGuire worked in conjunction with the Home Owner's Association and Citizen/Property Owner Advisory Committees.

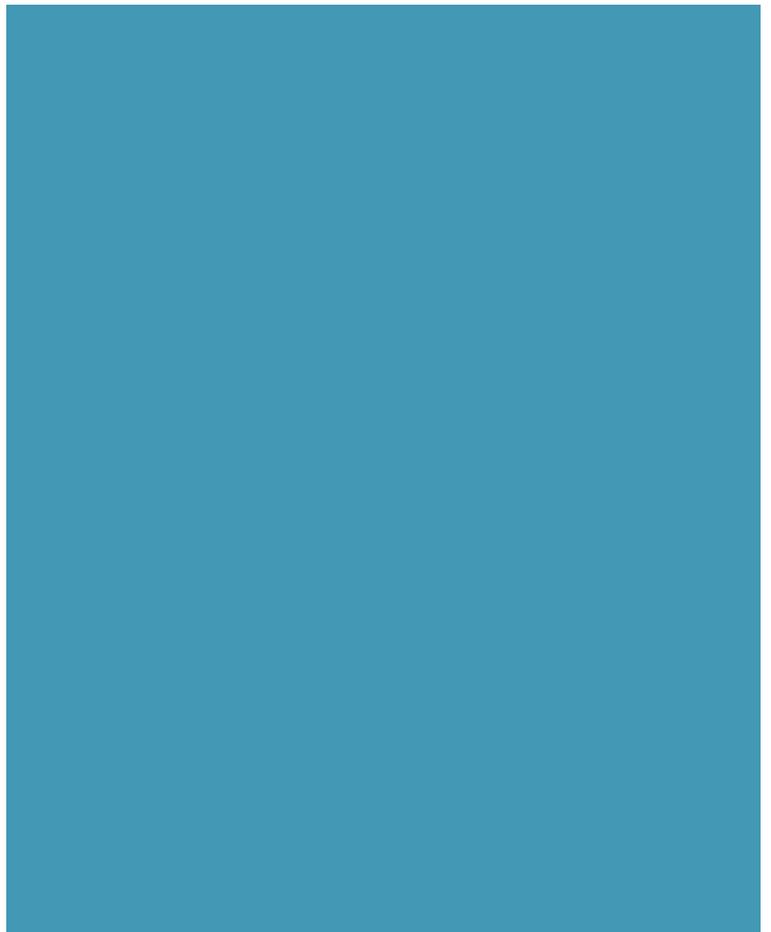


2365 Iron Point Road, Suite 300  
Folsom, California 95630  
916.817.4700

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# Feather River West Levee Financing Authority

August 19, 2020

**TO:** Board of Directors

**FROM:** Andrea Clark, Agency Counsel

**SUBJECT:** Feather River West Levee Financing Authority – Conflict of Interest Code

---

## **Recommendation**

That the Board of Directors approve the attached resolution adopting a conflict of interest code pursuant to state law.

## **Background**

The Feather River West Levee Financing Authority (FRWLFA) was recently formed through a joint powers agreement among Levee District 1, Levee District 9 and Sutter County. Section 87300 of the Political Reform Act requires every public agency in California to promulgate 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. The agency positions included in FRWLFA's conflict of interest code are the members of the Board of Directors, Agency Counsel, and consultants. Individuals serving in these roles for FRWLFA can refer to the conflict of interest code for compliance with annual economic interest reporting obligations.

## **Attachments:**

1. Proposed Resolution Adopting Conflict of Interest Code
2. Proposed Conflict of Interest Code

**RESOLUTION NO. \_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE FEATHER RIVER WEST LEVEE FINANCING AGENCY  
TO ADOPT A CONFLICT OF INTEREST CODE**

WHEREAS, the Feather River West Levee Financing Agency (“FRWLFA”) is a joint powers agency established under the Joint Exercise of Powers Act, Government Code section 6500 *et seq.*, and formed pursuant to a Joint Powers Agreement; and

WHEREAS, the local agency members of FRWLFA are Levee District 1, Levee District 9 and Sutter County; and

WHEREAS, section 87300 of the Political Reform Act requires every public agency to promulgate a conflict of interest code; and

WHEREAS, the Fair Political Practices Commission (“FPPC”) has adopted a regulation, 2 Cal. Code Regs., Section 18730, which contains the terms of a standard conflict of interest code that may be incorporated by reference; and

WHEREAS, the FRWLFA Board of Directors has reviewed a proposed conflict of interest code entitled “Feather River West Levee Financing Agency Conflict Of Interest Code,” including its appendices, and has held a public hearing to consider the adoption of said code.

NOW, THEREFORE, BE IT RESOLVED, that the FRWLFA Board of Directors hereby approves and adopts the Feather River West Levee Financing Agency Conflict Of Interest Code, effective immediately.

Approved this \_\_ day of \_\_\_\_\_, 2020.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

## **FEATHER RIVER WEST LEVEE FINANCING AGENCY**

### **CONFLICT OF INTEREST CODE**

The Political Reform Act (Cal. Gov. Code, Sections 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs., Section 18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure categories shall constitute the Conflict of Interest Code of the Feather River West Levee Financing Agency ("FRWLFA").

Those holding designated positions are designated employees or officials of FRWLFA and shall file their statements of economic interest with FRWLFA, which shall make the statements available for public inspection and reproduction. (Cal. Gov. Code, Section 81008). All statements will be retained by FRWLFA.

**FEATHER RIVER WEST LEVEE FINANCING AGENCY  
CONFLICT OF INTEREST CODE**

**APPENDIX A  
Designated Positions**

DESIGNATED POSITIONS

DISCLOSURE CATEGORIES

Members of the Board of Directors .....	1, 2, 3
Legal Counsel.....	1, 2, 3
Consultants* .....	1, 2, 3

\*Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation: The Board of Directors may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Board of Directors’ determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

**FEATHER RIVER WEST LEVEE FINANCING AGENCY  
CONFLICT OF INTEREST CODE**

**APPENDIX B  
Disclosure Categories**

Individuals holding designated positions shall disclose interests pursuant to their assignment to the corresponding disclosure categories:

**Category 1**

Investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources that provide services, supplies, materials, machinery, or equipment of the type utilized by FRWLFA. The types of sources include, but are not limited to the following:

- Engineering services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles
- Petroleum products
- Photographic services, supplies and equipment
- Water quality testing
- Communications equipment and services
- Travel agencies
- Well drilling
- Electrical equipment
- Computer hardware and software
- Water treatment equipment, supplies and services
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agent/brokers and investment firms
- Title companies
- Public utilities
- Banks and savings and loan institutions
- Financial audit services
- Consulting services, such as legal, energy and power, engineering, data processing, computers, labor relations, public relations, planning, economics, environmental, and appraisal
- Agricultural production

**Category 2**

Interests in real property located within FRWLFA's jurisdiction or within two miles of the boundaries of the jurisdiction of FRWLFA, or within two miles of any land owned or used by the FRWLFA. For purposes of this code, FRWLFA's jurisdiction is the County of Sutter.

**Category 3**

Investments and business positions in business entities, and income, including receipt of loans, gifts, and travel payments, from sources that have a claim pending or have filed a claim against FRWLFA or its member agencies within the last two years.

# Feather River West Levee Financing Authority

August 19, 2020

**TO:** Board of Directors

**FROM:** Michael Bessette – SBFCA Executive Director

**SUBJECT:** Authorization of Board Chair and staff to seek proposals for insurance

---

## **Recommendation**

The Board of Directors authorize and delegate authority to the Board Chair to seek proposals from insurance providers on behalf of the Agency.

## **Summary**

As part of the Board's authorization of a Services Agreement between FRWLFA and SBFCA, SBFCA's scope of work includes general financial and legal services. Within the scope of these administrative areas lies the issue of risk management and insurance.

While FRWLFA currently does not have a significant amount of risk exposure, as it advances planned work into the future, risk exposure increases and the opportunity for loss increases. Having an insurance relationship at the outset puts the agency in good position develop and implement risk mitigation best practices. Further, many comprehensive insurance programs available to public agencies provide a broad range of policy coverages ranging the gamut from property & machinery coverage to errors & omissions some of which might well suit the Agency now.

Staff has been in contact with insurance providers, including SBFCA's insurance provider, the Special District Risk Management Agency (SDRMA), to solicit proposals for insurance that can be presented back to the Board in the near future for further consideration. By way of example, SDRMA's Property/Liability Program includes coverage for 10 different types of losses. Some of the more applicable coverage areas include;

- Public Officials and Employee Errors and Omissions
  - Coverage for public officials' and directors' "wrongful acts", alleged or actual negligence, errors and omissions, breach of duty, misfeasance, malfeasance, and nonfeasance, and defamation.
- Elected Officials Personal Liability
  - A highly specialized unique coverage protects elected/appointed officials from claims and settlements arising outside the course and scope of their duties. Coverage includes invasion of privacy, libel, slander, defamation of character, discrimination, false arrest, and malicious protection.
- Employee and Public Officials Dishonesty
  - Coverage protection for member losses resulting from fraudulent or dishonest acts committed by employees, volunteers or board members. Coverage includes larceny, theft, embezzlement, forgery, and wrongful misappropriation.

- Automobile Liability
  - Auto liability coverage protects members from lawsuits for bodily injury and property damages to the public arising out of ownership, maintenance or use of a covered vehicle. Coverage includes: owned vehicles, non-owned and hired vehicles, and uninsured motorists.

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 above recommendation authorizing the Board chair to complete applications for competitive insurance proposals.

# Feather River West Levee Financing Authority

August 19, 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.