



**THREE RIVERS LEVEE IMPROVEMENT AUTHORITY**  
**Yuba County Government Center, Board Chambers**  
**915 Eighth Street, Suite 109A**  
**Marysville, California**

**MARCH 1, 2011 – 3:30 P.M.**

**CALL TO ORDER:** Welcome to the Three Rivers Levee Improvement Authority (TRLIA) meeting. As a courtesy to others, please turn off cell phones, pagers, or other electronic devices which might disrupt the meeting. Thank you.

I **ROLL CALL** – Directors Rick Brown, Jerry Crippen, Don Graham, Mary Jane Griego, John Nicoletti

II **CLOSED SESSION**

Pending litigation pursuant to Government Code §54956.9(a) – TRLIA vs. Mann, YCSCCVED 07-0000438

III **PUBLIC COMMUNICATIONS:** Any person may speak about any subject of concern provided it is within the jurisdiction of the Levee Improvement Authority and is not already on today's agenda. The total amount of time allotted for receiving such public communication shall be limited to a total of 15 minutes and each individual or group will be limited to no more than 5 minutes. Prior to this time, speakers are requested to fill out a "Request to Speak" card and submit it to the Clerk of the Board of Supervisors.

IV **CONSENT AGENDA:** All matters listed under the consent agenda are considered to be routine and can be enacted by one motion.

A. Approve minutes of the meeting of February 15, 2011.

V **ACTION ITEMS**

A. Approve Amendment No. 3 to agreement with Kleinfelder West Inc. in the amount of \$10,000 for geotechnical services and authorize the Executive Director to execute same.

B. Approve Amendment No. 4 to agreement with SCI Consulting Group in the amount of \$40,750 for assessment district administration and authorize the Executive Director to execute same.

VI **BOARD AND STAFF MEMBERS' REPORTS**

VII **ADJOURN**

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The complete agenda, including backup material, is available at the Yuba County Government Center, 915 8<sup>th</sup> Street, Suite 109, the County Library at 303 Second Street, Marysville, and [www.trlia.org](http://www.trlia.org). Any disclosable public record related to an open session item on the agenda and distributed to all or a majority of the Board of Directors less than 72 hours prior to the meeting are available for public inspection at Suite 109 during normal business hours.

In compliance with the American with Disabilities Act, the meeting room is wheelchair accessible and disabled parking is available. If you have a disability and need disability-related modifications or accommodations to participate in this meeting, please contact the Clerk of the Board's office at (530) 749-7510 or (530) 749-7353 (fax). Requests must be made one full business day before the start of the meeting.



## THREE RIVERS LEVEE IMPROVEMENT AUTHORITY

FEBRUARY 15, 2011

### MINUTES

A meeting of the Board of Directors of the Three Rivers Levee Improvement Authority (TRLIA) was held on the above date, commencing at 2:02 p.m., within the Government Center, Marysville, California, with a quorum being present as follows: Directors Rick Brown, Jerry Crippen, and Mary Jane Griego. Directors Don L. Graham, and John Nicoletti were absent. Also present were Executive Director Paul Brunner, Counsel Scott Shapiro, and Clerk of the Board of Supervisors/Secretary Donna Stottlemeyer. Chair Griego presided.

I ROLL CALL – Directors Rick Brown, Jerry Crippen, Don Graham, Mary Jane Griego, John Nicoletti – Directors Graham and Nicoletti absent.

II CLOSED SESSION

Mr. Tom Eres, Hofman Ranch, felt it was premature to have negotiation discussions without a real estate plan developed.

The Board retired into closed session at 2:08 p.m. to discuss the following:

A. Conference with Real Property Negotiators pursuant to Government Code §54956.8 - Negotiating Parties: TRLIA/Mike Churchill/Kelly Pope/ Max Steinheimer/Scott McElhern/Bob Morrison. Negotiation: Price and terms of Payment for the following properties:

016-040-021, 052, 051, 049, 050/PG&E and Underlying owners  
016-070-002, 016-040-019/UPRR  
014-270-084, 105, 106/014-350-044, 065/Alfaro, Jean Pierre & Marie Jeanne  
016-050-023/Bluebird Farms  
014-360-011, 013/Hofman Ranch  
016-070-018/Miller, Gary J. and June W.  
022-010-005/Cresleigh Homes  
016-130-012, 017/DeValentine, Robert B.

B. Pending litigation pursuant to Government Code §54956.9(a) - TRLIA vs. Ajit S. Bains, et al.

C. Pending litigation pursuant to Government Code §54956.9(a) - TRLIA vs. COF Quail Hollow Land 148T, LLC, et al.

D. Pending litigation pursuant to Government Code §54956.9(a) - TRLIA vs. Anthony J. Luis and Zelma B. Luis, et al.

E. Pending litigation pursuant to Government Code §54956.9(a) - TRLIA vs. Bhajan Singh Sohal, et al.

F. Pending litigation pursuant to Government Code §54956.9(a) - TRLIA vs. Richard G. Wilbur, et al.

Director Nicoletti joined closed session discussion at 2:28 p.m.

The Board returned from closed session at 3:02p.m. with all members present including Director Nicoletti.

Counsel Scott Shapiro announced: "Items 2 B through F, updates were received from eminent domain counsel. On item A the Board received a report regarding lands adjacent to the WPIC and Bear River levee and the need to acquire appropriate access for operation and maintenance purposes. The Board considered the comments offered by Mr. Eres in regards to ensuring a proper and public airing of any eminent domain action before it occurred; and as result the Board directed staff to negotiate arms length transactions, if possible, with each of the landowners listed in item 2a. And in the event that those armed length transactions are not possible with the range of options that the Board is open to, including terms of acquisitions and costs, then the Board has directed staff to bring those items back to the Board for future consideration as to whether eminent domain is appropriate."

III PUBLIC COMMUNICATIONS: No one came forward.

IV ACTION ITEMS

A. Approve minutes of the meeting of February 1, 2011.

MOTION: Move to approve      MOVED: John Nicoletti      SECOND: Rick Brown  
AYES: Rick Brown, Jerry Crippen, Mary Jane Griego, John Nicoletti  
NOES: None      ABSTAIN: None      ABSENT: Don Graham

B. Approve amended budget for Fiscal Year 2010-11 to reflect increased expenditures of \$898,500 and receive amended forecasted budget for Fiscal Year 2011-12.

Financial Consultant Seth Wurzel recapped the appropriations increases for current fiscal year and estimated projections for next fiscal year regarding actions taken to preparing a real estate plan and right-of-way activities previously approved by the Board and responded to Board inquiries.

Mr. Tom Eres, Hofman Ranch, expressed concerns regarding funding sources.

Mr. Wurzel recapped the purpose of the amendment to reflect an increase in current year expenditures which were not approved within the budget and those funding sources.

Executive Director Paul Brunner commented on keeping the funding and expenditures transparent to the public.

MOTION: Move to approve      MOVED: John Nicoletti      SECOND: Jerry Crippen  
AYES: Rick Brown, Jerry Crippen, Mary Jane Griego, John Nicoletti  
NOES: None      ABSTAIN: None      ABSENT: Don Graham

C. Approve RD 784 Levee System Approach to provide 200-year certification for Senate Bill 5 and authorize Executive Director to take actions necessary for 200-year certification. Executive Director Paul Brunner continued the item to March 1, 2011.

Director Nicoletti left the meeting at 3:20 p.m. and did not return.

D. Approve Amendment No. 9 to agreement with Bender Rosenthal Inc. in the amount of \$538,000 for right-of-way services and authorize Executive Director to execute same. Executive Director Paul Brunner recapped services needed.

MOTION: Move to approve      MOVED: Jerry Crippen      SECOND: Rick Brown  
AYES: Rick Brown, Jerry Crippen, Mary Jane Griego  
NOES: None      ABSTAIN: None      ABSENT: Don Graham, John Nicoletti

E. Approve Amendment No. 2 to agreement with CTA Engineering and Surveying in the amount of \$75,000 and authorize Executive Director to execute same. Executive Director Paul Brunner recapped purpose of the agreement.

MOTION: Move to approve      MOVED: Jerry Crippen      SECOND: Rick Brown  
AYES: Rick Brown, Jerry Crippen, Mary Jane Griego  
NOES: None      ABSTAIN: None      ABSENT: Don Graham, John Nicoletti

F. Approve Amendment No. 2 to agreement with River Partners in the amount of \$58,000 for additional maintenance and monitoring services for Bear River setback restoration and authorize Executive Director to execute same. Executive Director Paul Brunner recapped maintenance required for one year.

MOTION: Move to approve      MOVED: Rick Brown      SECOND: Jerry Crippen  
AYES: Rick Brown, Jerry Crippen, Mary Jane Griego  
NOES: None      ABSTAIN: None      ABSENT: Don Graham, John Nicoletti

V      BOARD AND STAFF MEMBERS' REPORTS

Counsel Scott Shapiro: Upcoming leave of assistant counsel

Executive Director Paul Brunner:

- Western Pacific Interceptor Canal crack and letter to Territorial Dispatch editor regarding recent article on crack
- Elderberry transplant progress to Anderson site
- American Society of Civil Engineers awarded overall project of the year to Feather River Setback Levee and ceremony on March 9, 2011
- Received 408 approval on moving forward with the Upper Yuba River Project and have continued discussions on the 104 credits and award of contract upon approval of 104 credits

VI      ADJOURN: 3:39 by Chair Griego.

\_\_\_\_\_  
Chair

ATTEST: DONNA STOTTEMEYER  
CLERK OF THE BOARD OF SUPERVISORS  
AND SECRETARY OF THE PUBLIC AUTHORITY

\_\_\_\_\_  
Approved: \_\_\_\_\_



# THREE RIVERS LEVEE IMPROVEMENT AUTHORITY

1114 Yuba Street, Suite 218

Marysville, CA 95901

Office (530) 749-7841 Fax (530) 749-6990

March 1, 2011

TO: Three Rivers Levee Improvement Authority Board  
FROM: Paul Brunner, Executive Director *PB/lu*  
Larry Dacus, Design Manager  
SUBJECT: Consider Approval of Amendment 3 to Contract with Kleinfelder West Inc. to Provide Additional Geotechnical Exploration Services

**Recommended Action:**

Approve a \$10,000 contract amendment (Amendment 3) with Kleinfelder West Inc. (Attached) for geotechnical services and authorize TRLIA Executive Director to sign and execute contract once General Counsel has reviewed and approved.

**Discussion:**

In the past two months, two items have been identified on RD 784 Levees which required inspection by geotechnical experts. These were the crack in the WPIC levee and some depressions in the Patrol Road of the Feather Setback Levee. Ray Costa from Kleinfelder possess extensive knowledge and experience with levees in the Central Valley. His investigations and opinions on these two issues have helped tremendously in identifying causes, ramifications, and required actions on these two items. Kleinfelder's contract needs to be amended to cover the efforts of Ray and others at Kleinfelder.

These tasks are covered in more detail in the attached Exhibit 1 to Amendment 3.

**Fiscal Impact:**

This contract amendment for \$10,000 is for services on a time-and-expenses basis, to bring the total maximum contract amount to a not to exceed amount of \$703,000. Both of the work items are considered standard maintenance. TRLIA will be reimbursed by RD 784 from the TRLIA maintenance assessment for the work on the WPIC (approximately \$5,000). The depression work on the Feather River Setback will be paid for by Local funds (Approximately \$5,000). Local Funding Sources are those local funds that came from developer advance funding used to cash flow TRLIA's levee improvement work prior to the EIP Projects and the Yuba Levee Financing Authority Joint Financing. Recently received reimbursements and future received reimbursements to be received from the State represent those Local Funding Sources coming back to TRLIA after having cash flowed current projects.

**Attachment:**

Kleinfelder West, Inc. Professional Services Amendment 3 and Exhibit 1

AMENDMENT NO. 3

AGREEMENT FOR PROFESSIONAL SERVICES  
FOR  
ENGINEERING SERVICES  
BETWEEN  
THREE RIVERS LEVEE IMPROVEMENT AUTHORITY AND  
KLEINFELDER WEST, INC.

THIS THIRD AMENDATORY AGREEMENT is made effective March \_\_\_\_\_, 2011, by and between Three Rivers Levee Improvement Authority (“TRLIA”) and Kleinfelder West, Inc. (“the Consultant”), who agree as follows:

1. **Recitals.** This Amendment is made with reference to the following background recitals:
  - 1.1. Effective October 1, 2009, the parties entered into an Agreement (“AGREEMENT”) for Professional Services relating to Engineering Services for TRLIA’s Design Program.
  - 1.2. Effective March 6, 2010, the parties entered into Amendment 1 to the AGREEMENT in the amount of \$374,000 for a total contract value of \$676,000.
  - 1.3. Effective September 28, 2010, the parties entered into Amendment 2 to the AGREEMENT in the amount of \$17,000 for a total contract value of \$693,000.
  - 1.4. Article C.24 of the AGREEMENT, states that modifications or amendments to the terms of the AGREEMENT shall be in writing and executed by both parties;
  - 1.5. TRLIA and the CONSULTANT desire to amend the AGREEMENT;

NOW, THEREFORE, TRLIA and the CONSULTANT agree as follows.

2. **Third Amendment to Agreement.** The Professional Services Agreement is hereby amended as follows:
  - 2.1. The Termination Date in Clause 2 and A.2 is amended to extend to June 30, 2011.
  - 2.2. The scope of services (Attachment A to the Agreement for Professional Services between TRLIA and Kleinfelder, Inc.) is amended by the addition of tasks described in the scope of services attached to this amendment

agreement, Exhibit 1.

- 2.3. The payment, budget, and not-to-exceed amounts, Condition B.1 in Attachment B to the Agreement for Professional Services between TRLIA and Kleinfelder West, Inc., are amended to include the additional amount of \$10,000 for a total contract amount of \$703,000.
3. **No Effect on Other Provisions.** Except for the amendments in Section 2, the remaining provisions of the Professional Services Agreement shall be unaffected and remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on \_\_\_\_\_, 2011.

THREE RIVERS LEVEE IMPROVEMENT  
AUTHORITY

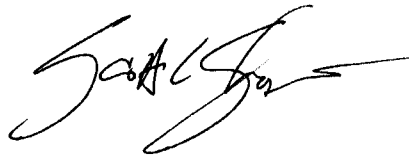
Kleinfelder West, INC.

\_\_\_\_\_  
Paul G. Brunner  
Executive Director

\_\_\_\_\_  
Tony Martin  
Regional Manager

ATTEST:  
DONNA STOTTEMAYER  
CLERK OF THE BOARD OF DIRECTORS

APPROVED AS TO FORM:  
SCOTT L. SHAPIRO  
GENERAL COUNSEL

\_\_\_\_\_  


## **EXHIBIT 1**

### **KLEINFELDER CONTRACT AMENDMENT 3 SCOPE OF WORK**

#### **TASK - Consulting and Review**

Since the last amendment (2<sup>nd</sup> Amendment) to Kleinfelder's contract new circumstances require more assistance from Kleinfelder. A crack in the WPIC levee and rutting in the patrol road of the newly constructed Feather Setback levee require expert evaluation. Kleinfelder has the resources to supply this assistance to TRLIA. Kleinfelder's contract is amended to perform the following on a time and expense basis:

- Research existing documents and reports for previous work at both sites
- Perform test pit logging to characterize levee crack
- Evaluate source of failure and provide opinion on the impact to the existing levee from the crack
- Field inspect the patrol road ruts
- Provide opinion on possible cause of ruts and potential actions to prevent ruts in future

Fee- \$10,000





**THREE RIVERS LEVEE IMPROVEMENT AUTHORITY**  
**1114 Yuba Street, Suite 218**  
**Marysville, CA 95901**  
**Office (530) 749-7841 Fax (530) 749-6990**

March 1, 2010

TO: Three Rivers Levee Improvement Authority Board  
FROM: Paul Brunner, Executive Director *PB/fw*  
SUBJECT: Consider Approval of 4th Contract Amendment with SCI for TRLIA  
Assessment District Administration

**Recommended Action**

Approve \$40,750 Amendment No. 4 (Attached) with SCI for additional three year consulting services, and authorize TRLIA's Executive Director to sign and execute the amendment once Counsel has reviewed.

**Background**

Following approval by property owners, the TRLIA Board adopted a resolution to form the Benefit Assessment District in June 2009. Approximately \$400 million is being invested to improve 29 miles of levees in South Yuba County. When finished, the area will become the first in the Central Valley to provide 200-year flood protection. Better protection comes at a higher cost – approximately \$800,000 each year to maintain the improved levees to more stringent federal guidelines. The Three Rivers Levee Improvement Authority (TRLIA) implemented a benefit assessment district to raise sustainable revenues for levee operations and maintenance. Revenues from the assessment will be used by RD 784 to implement a standards-based levee operations and maintenance program.

SCI prepared the Engineers Report for the TRLIA Benefit Assessment in 2009 and performed the FY10/11 general assessment administrative duties.

**Discussion**

This fourth amendment to SCI's contract continues the effort by SCI to perform administrative tasks required to provide general assessment administrative duties, and provide projected revenues for use in preparing the assessment budget for FY 11/12 (\$14,750), FY 12/13 (\$11,750), and FY 13/14 (\$11,750). The amendment also includes a task for the potential creation, mailing, collection and administration of hand-billed service charges (to public agencies and other owners that cannot be collected by the County Auditor). For the purposes of this amendment, this number is estimated to not exceed 100 mailings.

These ongoing tasks are required to update the assessment roll and provide information on projected assessment amounts to be used in preparing the next fiscal year budget for the Assessment District created in 2009. SCI has the experience with the TRLIA Assessment District and expertise to perform these tasks efficiently with high quality.

**Fiscal Impact**

This amendment would increase the contract by \$40,750 for services on a time and expenses basis, to a maximum amount not exceeding \$224,550 (\$183,800 previous contract amount + \$40,750) without prior authorization by TRLIA. These expenses for the ongoing administration of the Assessment District will be paid from assessment revenues.

Attachments:

1. SCI Amendment 4
2. Exhibit A, Scope of Services
3. Exhibit B, Fee Schedule

FOURTH AMENDMENT  
TO  
AGREEMENT BETWEEN  
THREE RIVERS LEVEE IMPROVEMENT AUTHORITY  
AND  
SCI CONSULTING GROUP

THIS FOURTH AMENDATORY AGREEMENT is made and entered into this \_\_\_ day of March, 2011, by and between the THREE RIVERS LEVEE IMPROVEMENT AUTHORITY, a Joint Powers Authority, ("TRLIA") and SCI Consulting Group, ("CONSULTANT").

**RECITALS:**

WHEREAS, TRLIA and CONSULTANT entered into an agreement to provide Professional Services dated September 25, 2006 ("AGREEMENT");

WHEREAS, TRLIA and CONSULTANT entered into the first Amendatory Agreement May 15, 2007;

WHEREAS, TRLIA and CONSULTANT entered into a second Amendatory Agreement January 29, 2008;

WHEREAS, TRLIA and CONSULTANT entered into a third Amendatory Agreement November 17, 2009;

WHEREAS, Article C.24 of the AGREEMENT, states that modifications or amendments to the terms of the AGREEMENT shall be in writing and executed by both parties;

WHEREAS, TRLIA and CONSULTANT desire to amend the AGREEMENT;

NOW, THEREFORE, TRLIA and CONSULTANT agree as follows:

1. Operative Provision 2 – TERM – shall be revised to change the Termination Date to December 31, 2014
2. Attachment B - PAYMENT - B.1 BASE CONTRACT FEE of the AGREEMENT shall be revised to increase the maximum contract fee from \$183,800 to \$224,550.
3. Exhibit A – Scope of Services –
  - a. The attached Exhibit A, Scope of Services, describes the tasks that are being added to the contract with this amendment.
4. Exhibit B - FEE SCHEDULE
  - a. The attached Exhibit B, Fee Schedule, describes how the amended increase of \$40,750 will be disbursed to the CONSULTANT.

All other terms and conditions contained in the Agreement shall remain in full force and effect.

This AMENDED AGREEMENT is hereby executed on this \_\_\_ day of March, 2011.

**“TRLIA”**

**“CONSULTANT”**

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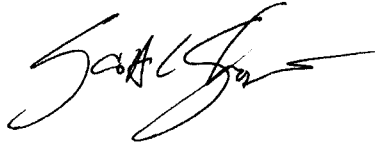
**Paul G. Brunner**  
**Executive Director**

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**John Bliss**  
**Vice President**

**ATTEST:**  
**DONNA STOTTLEMEYER**  
**CLERK OF THE BOARD**

**APPROVED AS TO FORM:**  
**SCOTT L. SHAPIRO**  
**THREE RIVERS LEVEE IMPROVEMENT**  
**GENERAL COUNSEL**



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## **EXHIBIT A –SCOPE OF SERVICES**

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and assessment levy administrator for the Three Rivers Levee Improvement Authority.

### **Definitions**

Authority:	Three Rivers Levee Improvement Authority, its staff and the authority Board of Directors.
District:	Levee and Flood Control Facilities Assessment District
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors.
Administration:	Services related to the determination, levy and collection of tax or assessment revenues.

### **TASK 1-CONFIRMATION OF ASSESSABLE PARCELS AND LEVY CALCULATION**

1. Meet with Authority staff, Authority Board of Directors, legal counsel and other individuals as needed to establish timeline, assist with development of budgets, review assessment data, and accomplish other tasks related to administration of the Assessments.
2. Utilize SCI's statewide data, including current parcel attributes and historical information for every parcel in the District.
3. Obtain current assessor data from the County Assessor and other sources for all parcels within the District and merge with SCI's internal parcel data.
4. Perform a comprehensive audit to identify each parcel that is physically located within the boundaries of the Assessments. Research and reconcile any parcels that we find to be within the District's boundary, but to be inaccurately identified by the County Assessor.
5. Create a complete and highly accurate database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments.
6. Determine the number of parcels in each land use category.
7. SCI maintains complete files of Assessor Parcel Maps for all parcels in the District. Obtain recently updated or revised maps as necessary. Utilize the maps to confirm current parcel attributes and research newly created parcels.
8. Meet with or contact Authority staff and contact property owners, County Assessor staff and other parties as needed to obtain information or verify Assessments.
9. Research and obtain all property characteristics that are needed to properly calculate the correct assessment amount, including location, property type and land area.
10. Update and maintain a database for each parcel within the Assessment. The data for each parcel will include the owner name(s), site address, property values, parcel number, assessment factors, assessment amount, mailing address, site address, parcel type, notes and other useful or relevant data.
11. On a parcel-by-parcel basis, calculate the specific assessment amount for each parcel.

12. Obtain the assessment files for the previous fiscal year and structure this historical levy submittal data so it can be used to help compare and analyze the Assessments. Reconcile the assessment data for last year with the Authority's assessment collections to confirm the accuracy of the data.
13. Research changes in property data, property usage, property valuations and assessment changes from the previous year for all parcels within the District. Flag all parcels that require property research to determine the appropriate assessment.
14. Research all flagged parcels as well as those parcels or areas designated by Authority staff as requiring further research.
15. Research or field check those properties that are flagged for research and for which additional information is needed.
16. Project costs based on prior year estimates, actual costs, new or modified services and improvements and other factors. Establish budgets for the Assessments based on information provided by the Authority.
17. Review the budgets and cost estimates with the Authority and finalize the budget after incorporating Authority input.
18. Using the established assessment methodology, allocate the estimated cost of services, improvements and expenses to all assessed parcels within the boundaries of each zone of benefit within the assessment district.
19. Run custom-developed queries on the Assessment Roll to verify and check assessment accuracy for all parcels.
20. Prepare the preliminary Assessment Roll for the Assessment District.

## **TASK 2 - ASSESSMENT REVIEW**

1. Work with Authority's legal counsel to review the Assessment District's compliance with the recent court decisions such as Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority, Dahms v. City of Pomona, and Greene v. Marin County Flood Control and Water Conservation District. SCI anticipates that the Authority's assessments are fully compliant with these decisions and the requirements of Proposition 218.
2. Prepare any needed resolutions and staff reports for the Assessments.
3. Prepare and assist with the publication of any notices for the continuation of the Assessments.
4. Attend Authority Board of Directors meetings, including those at which the assessment is continued.
5. Present the Assessment Roll to Authority Board of Directors, summarize the assessment methodology, answer all questions raised and assist in finalizing the project for Board approval.

## **QUALITY CONTROL AND LEVY RE-VERIFICATION**

1. After the close of each fiscal year on June 30, obtain the final lien-date Assessor and Tax Roll from the County.
2. Identify all parcels that are in the Assessment district and subject to the Assessments. Create a new Parcel Roll based upon the final County lien roll data.
3. Identify all new or changed parcels that may require an updated or new assessment calculation.
4. Utilize other real property data information services to obtain additional property information, and to verify and confirm Assessments.

5. Research and update all property characteristics that may affect the assessment amounts for each parcel.
6. Recalculate the final Assessments on a parcel-by-parcel basis.
7. Perform all additional parcel research as necessary.
8. Compare the assessment amount calculated for each parcel with the Assessment Roll for the previous fiscal year and re-verify Assessments for all parcels for which the assessment amount has changed.
9. Prepare reports of parcels with use code changes from the previous fiscal year to the current fiscal year, and verify the Assessments for such parcels.
10. Prepare reports of new and deleted parcels from the previous fiscal year to the current fiscal year, and verify the Assessments for new parcels.
11. Finalize the Assessment Roll, other documents and supporting materials for the Assessments.
12. After the Assessments and supporting documents have been finalized, another special levy administrator at SCI will perform a comprehensive peer review of all assessment calculations, all documentation and reports and the project schedule and deliverables. Any questions or issues raised are fully researched and resolved.
13. Next, a manager at SCI will perform another full review and quality assurance audit of each assessment district to ensure the highest level of accuracy and that all documents and materials needed for collection of the Assessments are in proper order.
14. After all reviews have been performed and all questions resolved, prepare the final Assessment Roll listing parcel number, owner name, property address, and assessment amount for each Assessor Parcel within the Assessment District. Print Assessment Roll sorted by Assessor Parcel Number and owner's name.

### **DISTRICT INFORMATION, LEVY CONFIRMATION AND DELINQUENCY MONITORING**

1. Develop and make available to the Authority an Internet based website or computer program that will allow Authority staff to quickly locate parcel data by owner name, parcel number, street address or other requested search criteria.
2. Meet Yuba County assessment roll submission requirements and perform tasks needed to submit the assessment levies.
3. File approved Assessment Roll with the County Auditor for inclusion of Assessments on current fiscal year tax bills.
4. Verify and validate Auditor's levy data prior to the printing of tax bills.

### **MANUAL BILLING FOR CERTAIN PROPERTIES (IF REQUESTED)**

1. For any parcels that cannot be collected on County tax bills, prepare a listing of property owners, addresses, property information, current assessment amount and delinquent Assessments.
2. Directly invoice any such property owners for the assessment amounts due for their property.
3. Record payments received in a payment tracking database.
4. Assist the Authority with collection of delinquent Assessments from these properties.
5. Produce periodic reports for the Authority of bills paid and those still outstanding.

### **RESPONDING TO PUBLIC INQUIRIES AND APPEALS**

1. Provide the County Auditor/Tax Collector and the Authority with our toll-free 800 phone lines so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise, a review of specific levies, description of procedures and any other issues.
2. Provide the County Auditor/Tax Collector with our web site address to be used as another resource for property owner inquiries and information dissemination.
3. Provide the County Auditor/Tax Collector with a summary and overview of the Assessments and each zone of benefit for Auditor/Tax Collector staff use.
4. Directly and promptly respond to any property owner, staff or other agency inquiries on our toll free assessment assistance phone lines reached by the number: (800) 273-5167.
5. Throughout the fiscal year, research and, if necessary, revise any Assessments which property owners consider to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are very minimal, if at all)
6. If any property owners appeal the Assessments for their property, SCI shall investigate the assessment amount and basis for appeal and shall make a recommendation and finding for the Authority. In the event that the Authority finds that the Assessments or assessment rate should be adjusted, SCI will adjust the Assessments according to the Authority's final determination. (Such appeals are very rare.)
7. For any property owner appeals, SCI will coordinate with the Authority and property owners as appropriate.

#### **DEFENSE AND SUPPORT OF THE ASSESSMENTS**

1. Provide a full response, support of the assessments and basis for the assessments to any person who questions the assessments or the legal basis for the assessments,
2. Provide a full response to any questions or issues raised about the assessments.
3. In the event of any legal challenge or petition against the assessments, provide any and all professional, assessment engineering and technical support and defense of the assessments. If such services are required, they would be provided in close collaboration with the Authority.

#### **ADDITIONAL SERVICES INCLUDED**

1. Computer services to convert and compile Assessor data into database format and computer services to format and submit levy data for the County Auditor.
2. Computer services to convert assessment data into format required by the County Auditor.

#### **DELIVERABLES**

1. Updated Assessment Boundary Diagram and maps, as needed.
2. A review of the cost estimates, budgets and proposed services and improvements for the upcoming fiscal year.
3. Final Assessment Roll
4. Resolutions, notices, draft staff reports and other supporting documents for the continuation of the Assessments.
5. Assistance with the public meetings and hearings for the continuation of the Assessments.
6. Forms and certifications required by the County Auditor/Tax Collector.



7. An electronic copy of the assessment data submitted to the County Auditor/Tax Collector.
8. Confirmation of the final Assessments prior to the issuance of tax bills.
9. A report confirming the final assessment levy amounts.
10. Toll free taxpayer assistance telephone number to be provided to the Authority, the County Auditor and Tax Collector.
11. Prompt and direct response to taxpayer questions throughout the term of this proposal.
12. Summary information about the Assessments and services funded, to be provided to the County Auditor and Tax Collector.
13. Periodic reports to the Authority regarding the Assessments, assessment collections and other developments that may affect the Assessments.

## **EXHIBIT B - FEE SCHEDULE / MANNER OF PAYMENT**

In consideration for the performance of the Scope of Work, SCI shall be compensated as follows:

1. For Fiscal Year 2011-12, the total compensation shall be \$14,000 (plus up to \$750 incidental), paid as follows
  - a. Upon approval of the Resolution by the Authority Board, authorizing the assessments, the sum of \$7,000 shall be due.
  - b. Upon submittal of the special assessment levies to the County Auditor, the sum of \$7,000 shall be due.

For Fiscal Year 2012-13, the total compensation shall be \$11,000 (plus up to \$750 incidental), paid as follows

- a. Upon approval of the Resolution by the Authority Board" authorizing the assessments, the sum of \$7,000 shall be due.
- b. Upon submittal of the special assessment levies to the County Auditor, the sum of \$4,000 shall be due.

For Fiscal Year 2013-14, the total compensation shall be \$ 11,000 (plus up to \$750 incidental), paid as follows

- a. Upon approval of the Resolution by the Authority Board, authorizing the assessments, the sum of \$7,000 shall be due.
- b. Upon submittal of the special assessment levies to the County Auditor, the sum of \$4,000 shall be due.

2. For the creation, mailing, collection and administration of hand-billed servicecharges (to public agencies and other owners that cannot be collected by the County Auditor), SCI shall be compensated at the rate of \$25.00 per levy bill mailed by SCI. (Note that one bill can contain multiple parcels owned by the same agency/owner). For the purposes of the Fourth Amendment to the contract, the maximum number of mailings is estimated to be 100. The compensation for hand-billed service mailings cannot exceed \$2,500 without prior authorization from the Authority.
3. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the scope of work shall be reimbursed at actual cost by the Authority with total cost not to exceed \$750 per year, without prior authorization from the Authority.

*Note: All costs associated with this proposal and the scope of services can be financed or refunded by the levy proceeds.*