



MINUTES

PLACER COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT BOARD OF DIRECTORS Monday, May 8, 2023

The Board of Directors for the Placer County Flood Control and Water Conservation District meeting was held at 4:30 P.M., Monday, May 8, 2023, in the Rocklin City Council Chambers, 3970 Rocklin Road, Rocklin, California. Ken Grehm, Executive Director; Brad Brewer, District Manager; and Eric Brumfield, District Counsel, represented the District.

1. ROLL CALL:

By roll call, Directors present: Roccucci, Lomen, Brown, Ring, Bass

Directors Not Present: Gore, Landon

2. AGENDA APPROVAL:

The agenda was approved for the May 8, 2023, meeting.

MOTION: Bass/Brown

APPROVED: Unanimous

3. APPROVAL of January 9, 2023, MINUTES:

Motion made to approve the minutes of the January 9, 2023, meeting.

MOTION: Roccucci/Brown

APPROVED: Unanimous

4. PUBLIC COMMENT:

None

5. ACTION ITEMS:

- a. Approve and authorize the Executive Director to award and execute a negotiated Standard Service Agreement with Wood Rogers, Inc. in the amount of \$391,775 for FEMA Cooperating Technical Partnership No.4 floodplain mapping assistance. Authorize the Executive Director to execute any amendments to the agreement up to \$43,536.75 in value, subject to counsel concurrence. Determine the action to be exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3)

Brad Brewer, District Manager, shared that following established Placer County procurement guidelines and prior direction from the District Board, Staff have completed procurement activities associated with the request for proposal (RFP) for FEMA CTP

Copies of the complete auditor's report are available upon request.

No. 4 floodplain study and mapping services. The scope of services includes development of the necessary data and hydrologic models for new detailed floodplain mapping along approximately 36 miles of Placer County streams. These include Secret Ravine, Antelope Creek, University Creek, Orchard Creek, Ingram Slough, Miners Ravine, South Yuba River, and Serene Lakes (see attached maps). The selection of these specific streams for new mapping was made through a collaborative process with input and prioritization from our member agencies. The Board inquired if stream reaches eliminated from the CTP4 project would be incorporated into future studies. Brad confirmed that these reaches would be ear marked for possible future studies and District staff will continue to engage with the TAC and member agency stakeholders to prioritize streams to be studied in each CTP floodplain mapping project.

Brad informed the group that five qualified consulting firms submitted written proposals in response to the RFP as presented to your Board in January 2023. A six-person evaluation panel consisting of members of the City of Roseville, City of Lincoln, City of Rocklin, Placer County, and the District reviewed and ranked the proposals. Staff were able to successfully negotiate a contract with the top-ranking firm Wood Rodgers that fits within the available budget, and we are pleased to bring an award recommendation back to your Board today. The negotiated contract scope of work includes the preparation of detailed studies for 36 miles of stream out of the original 44-mile request, or 80% of the original request. The evaluation panel provided additional input regarding prioritization of the streams included in the scope of work. Wood Rodgers, Inc. has a local office in Roseville and has extensive relevant experience and qualified staff to assist the District and FEMA in completing this CTP project.

The negotiated not to exceed cost to perform these services is \$391,775 with all the funding for this amount to be paid through FEMA grant funds. The additional authorization requested is for 11% of the contract cost which is also paid through FEMA grant funds. The additional authorization amount is slightly greater than the typical 10% of the original contract cost to account for potential additional field survey and modeling needed to accurately analyze the floodplain mapping. The District is also budgeted to receive an additional \$49,689 of FEMA grant funds to reimburse staff time for our own project management and administrative services. No additional local matching funds are required from the District; however, the District has historically contributed a considerable number of staff hours in support of these projects that exceed the FEMA reimbursed staff time costs. The project schedule calls for completion of these services by approximately June 2025. The copy of the SSA included in the Board package will be in substantially the same form and will contain the same material terms as the final agreement.

Brad recommended the Board, by motion, approve and authorize the Executive Director to award and execute a negotiated Standard Services Agreement (SSA) in an amount not to exceed \$391,775 with Wood Rodgers, Inc. for assistance with floodplain mapping studies along eight streams within Placer County. Authorization is also requested for the Executive Director to execute amendments to the agreement up to \$43,536.75 in value, subject to counsel concurrence. This work will be conducted in collaboration with the Federal Emergency Management Agency (FEMA) through our existing Cooperating Technical Partnership (CTP) agreement No. 4. This action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

MOTION: Brown/Lomen
APPROVED: Unanimous

- b. Approve and authorize the Executive Director to execute a negotiated Standard Services Agreement with HDR Engineering Inc. in the amount of \$112,153.51 for long term mitigation and monitoring services at the Antelope Creek Flood Control Project, Upper Weir. Authorize the Executive Director to execute any amendments to the agreement up to \$11,300 in value, subject to counsel concurrence. Determine the action to be exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3)

Brad reminded the group that the Antelope Creek Flood Control Project, Upper Weir construction was deemed as complete and a Professional Services Agreement (PSA) for long term mitigation and monitoring services was approved for Dewberry Engineers, Inc. (formerly Drake, Haglan & Associates, Inc.) by the District's Board on February 18, 2018. Following construction completion, the District was obligated under multiple permit and grant requirements to conduct long term mitigation monitoring tasks and to demonstrate that certain project performance measures (goals) are met. These tasks and goals are summarized in Table 1 shown below. The long-term mitigation and monitoring tasks and goals include 10 years of streambed morphology monitoring, 5 years of plant and tree establishment monitoring, and documentation of increased public utilization of the open space trail. Annual reporting to the permitting and local agencies is required for both the streambed monitoring and plant and tree monitoring tasks.

The initial 5-year executed contract scope of work for the long-term mitigation and monitoring including the streambed morphology monitoring, plant and tree establishment monitoring, and documentation of increased public utilization of the open space trail has been completed and the target goals for these tasks have been achieved. However, the District is obligated to continue the 10-year streambed monitoring plan for the remaining 5 years (Years 6 – 10) in order to satisfy permit and grant requirements. The Board asked why only a 5-year contract was initially approved for the 10-year streambed monitoring plan. Brad confirmed Placer County Procurement typically recommends long-term contracts 5 years or less in duration.

Brad shared HDR Engineering, Inc. implemented and conducted the geomorphic streambed monitoring plan for the first five years (Years 1 – 5) of the 10-year plan as a sub-consultant to Dewberry Engineers, Inc. This entailed setting up locations to observe changes in stream channel geometry and sedimentation. A report was produced each year, with the last Year 5 report recently completed.

Since HDR Engineering, Inc. has implemented and conducted this 10-year geomorphic streambed monitoring plan for the first five years, the Placer County Procurement Services Purchasing Agent determined there is no advantage to having a competitive bid process/solicitation for the remaining 5 years of streambed monitoring per the Procurement Policy Section 3.5E exception justification. This is also consistent with the Procurement Policy Section 3.5B exception justification where the remaining 5 years of streambed monitoring are considered professional services that involve an extended analysis. Following these Placer County procurement guidelines, District Staff have negotiated the SSA to complete the remaining 5 years of the 10-year geomorphic streambed monitoring plan.

Brad recommended the Board, by motion, approve and authorize the Executive Director to execute a negotiated SSA in the amount of \$112,153.51 for long-term mitigation and monitoring services at the Antelope Creek Flood Control Project, Upper Weir. Authorization is also requested for the Executive Director to issue amendments to the agreement up to \$11,300 in value (an additional 10% of the total SSA value), subject to counsel concurrence. This action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3).

MOTION: Bass/Roccucci
APPROVED: Unanimous

c. Review and approve Draft FY 2023/24 District Budget as Final

Brad presented the Draft FY 2023/24 District Budget for review and discussion. The recommended District Budget for FY 2023/24, July 1, 2023, through June 30, 2024, proposes total expenses of \$1,054,980 and revenues of \$1,054,980. This represents a small increase in revenue compared to the previous Fiscal Year 2022/23 Budget, primarily attributed to project revenue from the FEMA CTP No. 4 floodplain mapping project. The increase in expenses is attributed to an increase in salaries, wages, and benefits for both the District Manager and Development Review Coordinator positions in addition to an increase in professional and special services also primarily attributed to anticipated CTP No. 4 contractor costs. No increase to the \$1.19 per capita rate annual contribution from each member agency is proposed this year (9th year in a row). The combination of a slight increase in population growth and federal aid associated with the CTP No. 4 project, combined with a modest increase in operational expenses and salaries has created a balanced budget with a modest use of reserves recommended.

Brad said the salary and benefit costs will increase due to the increasing cost of employee benefit packages. This is primarily due to the Development Review Coordinator position that has been filled at a lower job classification and salary grade at a Junior/Assistant Engineer level since FY 2021/22. Salary and Benefit costs for FY 2023/24 assume an Assistant Engineer at the top salary grade. There is a slight increase in projected revenue from state grant aid funding our ALERT flood warning system improvements. This is due to a delay in the upgrades associated with the Department of Water Resources (DWR) FERP Round 3 grant. Supply chain and contractor staffing issues have pushed back the project completion into FY 2023/24. Federal grant aid sources including the FEMA Cooperating Technical Partner (CTP No. 4) floodplain mapping study project see a slight decrease due to a delay in contractor procurement. There are typical expenses for management of the County's stream channel maintenance program, as permitting and legislative requirements from the Department of Fish and Wildlife and Tribal Councils are increasing. Staff were able to contain increases to overall District operating expenses with a modest use of reserves.

Income from the Cities and County

Brad presented the District member agency contribution schedule showing income from the Cities and County is projected to be \$486,742. This schedule is based upon a per capita contribution of \$1.19 per person for each jurisdiction, which is the same rate as the last eight years. This year, revenue from population growth and federal/state aid will help to offset enough of the District expenses to keep annual contributions flat, and

without the need to use reserves. A countywide population increase of 4,031 persons applies to this year's budget (increased from the previous population increase of 1,283 last year) and reflects an approximate 1.0% increase in population growth rate for our local area. Based on census data from the California State Department of Finance, Roseville experienced the largest growth followed by the Cities of Lincoln and Rocklin.

A summary of proposed Dry Creek Watershed Operations and Maintenance (O&M) annual expenses and fair share contributions from the member agencies located within this watershed was also presented. Relative to the last several years, there is a significant decrease in overall O&M expenses next year. Costs for the completed Antelope Creek Flood Control Project, Upper Weir realized the greatest decrease as plant long-term mitigation and monitoring was completed and costs associated with the Miners Ravine Facility stay consistent. The attached detail was reviewed and recommended for funding by our Technical Advisory Committee (TAC).

Reserves and Trust Fund Balances

The District reserves have a current balance of \$328,033, which includes \$49,609 retained for a future Cross Canal watershed study update. Our recommended budget for next fiscal year includes the use of \$4,165 in reserves. In October 2010, your Board established a policy to strive to maintain a reserve balance of 25% of annual operating expenses. This translates into a minimum reserve balance of approximately \$150,000 in a typical year.

Brad shared that currently the Dry Creek Trust Fund (Fund) comprised of one-time drainage impact fees, has a balance of approximately \$110,279. At Fiscal Year 2022/23 end, the Fund balance is projected to grow slightly as fee revenue from issued building permits has seen a small increase over the last 6 months. In early July 2023, Staff will again confirm the balance of the Fund and process the eleventh advance loan reimbursement payment to be made to our four loan contributing member agencies, according to the requirements set forth in the "Memorandum of Understanding for the Timing, Sequencing and Funding of the Antelope Creek Flood Control project, Upper Weir" dated May 2017. The Board inquired if population growth within the Dry Creek watershed would affect the required peak flow mitigation provide by District regional flood control facilities. Brad indicated that the peak flow mitigation provided by District facilities is based on each agency's General Plan for ultimate development within the watershed instead of population.

Annual revenue into the Fund from new development fees and interest earned has increased from levels seen last year with total fees and interest amounting to approximately \$225,000 by the end of the current fiscal year. During the booming development period of the early to mid-2000's, fee and interest revenue had been as high as \$700,000 per year. As previously discussed with the Board, large expenditures on the regional flood control projects at Miners Ravine and Antelope Creek have significantly depleted the Fund since 2005. Next fiscal year, Staff projects transfers out of the Fund (not including advance loan reimbursement payments described above) to amount to \$50,000 primarily for expenditures relating to long term mitigation and monitoring associated with the Antelope Creek Flood Control project, Upper Weir and the Dry Creek watershed drainage impact fee Nexus update.

Currently, the Dry Creek watershed Capital Reserves has a balance of \$34,289. The capital reserves serve to fund capital replacement costs associated with completed

regional flood control facilities within the Dry Creek watershed, including the Miners Ravine Off-Channel Detention Basin Facility (Miners Facility) and the Antelope Creek Flood Control Project, Upper Weir.

Brad recommended the Board provide input on the Draft FY 2023/24 Budget and by motion, approve the Budget as Final.

MOTION: Bass/Brown
APPROVED: Unanimous

6. ITEM FOR INFORMATION:

- a. Update on reimbursement of advance loan payments associated with the Antelope Creek Flood Control Project, Upper Weir, during FY 2022/23

Brad said staff have processed the tenth, semi-annual reimbursement of advance loan payments to the four benefiting member agencies associated with construction funding assistance for the completed Antelope Creek Flood Control Project, Upper Weir. The table below presents the reimbursements made to date and overall reflects that for FY 2022/23, \$1,106,113.10 of the original total advance loan of \$1,356,963 has now been reimbursed, representing approximately 81% of the original loan amount. These reimbursements, including interest earned, are made pursuant to the prior executed agreement, entitled "Memorandum of Understanding for the Timing, Sequencing and Funding of the Antelope Creek Flood Control Project, Upper Weir" (MOU). Based on the terms of the MOU and the available balance from the Dry Creek Trust Fund, staff project that future semi-annual reimbursements will remain within a \$50,000 to \$80,000 total range assuming that fees from new development within the Dry Creek Watershed continue to be realized at their current rate. Staff estimate it will require another two to three years to reach full payback of the original loan amounts at the current rates of fee development.

7. NEXT MEETING:

The next regularly scheduled Board meeting is on June 12, 2023, at 4:00 pm at the Rocklin City Council Chambers.

8. ADJOURNMENT:

The meeting was adjourned by the Chair, Director Ring at 5:05 pm.

Respectfully submitted,

Christina Shaw, District Administrative Assistant

