

**Citizens' Assessment District Advisory Committee
Charter**

I. Name

The committee shall be known as the Citizens' Assessment District Advisory Committee ("CADAC"). CADAC is being formed by the Sutter-Butte Flood Control Agency ("SBFCA").

II. Background

On July 14, 2010, the SBFCA Board of Directors passed a resolution forming the Sutter-Butte Flood Control Agency Assessment District ("Assessment District"), through which SBFCA will collect assessments from parcel owners to fund levee repairs along the west bank of the Feather River. Parcel owners receiving special benefits from the levee repairs voted in favor of forming the Assessment District.

The SBFCA Board opted to establish CADAC for the general purpose of reviewing SBFCA's expenditure of funds generated by the Assessment District. It is the Board's intent to include a broad range of citizen input representing all geographical areas within the Assessment District as well as from a wide range of groups, organizations, specific property owners, and local industries which have a major economic stake in the successful implementation of the flood control program.

III. Purpose

- A. CADAC will represent the interests of property owners within the Assessment District boundaries in reviewing SBFCA's expenditure of Assessment District funds to ensure they are used only for the purposes set forth in the assessment district balloting; and
- B. CADAC will provide a direct line of communication between the local community and SBFCA with respect to expenditure of Assessment District funds; and
- C. CADAC will enhance community awareness of SBFCA expenditures of Assessment District funds.

IV. Membership

CADAC will consist of 13 members of the community. Members must be at least 18 years of age and reside within SBFCA's boundaries. Each Board member shall have authority to appoint one individual member, but Board members may not appoint a group or industry as a CADAC member. The committee shall not include any employee, official of the member agencies, or any vendor, contractor, or consultant of the SBFCA or the member agencies.

Each CADAC member will serve a term of two years. No member shall be allowed to serve more than two consecutive terms. If a Board member's tenure with SBFCA ends, his/her replacement may elect, but is not required, to replace the outgoing Board member's committee appointee with a replacement of his/her choice.

V. Operating Procedures

- A. CADAC will operate in accordance with this charter and its own bylaws, which CADAC members will draft within the first six months of formation.
- B. As a standing committee of SBFCA, CADAC will be required to comply with the requirements of the Brown Act (Cal. Govt. Code §§ 54950 *et seq.*).
- C. CADAC members shall choose a chairperson and secretary for purposes of chairing CADAC meetings and taking minutes, respectively.
- D. CADAC operations shall be funded by SBFCA. CADAC shall coordinate with SBFCA staff on CADAC operations, including but not limited to compliance with the Brown Act, staff and consultant attendance at meetings, and assistance with the annual report.
- E. Committee members shall serve without compensation.
- F. Committee members shall not make or influence a SBFCA decision related to any bond proceeds or construction project which will benefit the committee member's outside employment, business, personal finances or immediate family, i.e. spouse, child, parent, sibling.
- G. A committee member shall not use his/her position to influence or negotiate future employment with any person or organization that relates to any contract funded by bond proceeds or a construction project.
- H. All members shall adhere to provisions of the Conflict of Interest Code, which may require committee members to file a Form 700.

VI. Meeting Schedule

CADAC shall meet as indicated in its bylaws, but no less than two times per year.

VII. Duties of CADAC

- A. CADAC shall review quarterly financial reports, annual audit documents, annual budget proposals, and short- and long-term financing plans of SBFCA. The committee may also review assessment appeals summary reports, contracts, bond offerings, construction proposals and schedules and real estate purchases developed by the SBFCA staff, along with SBFCA's actions to maximize bond proceeds and reduce costs for professional fees and construction.

The Committee may provide recommendations to the Board, but specific decisions regarding the approvals of construction contracts, payment of bills, construction design and schedules, legal issues, bond sales, oversight of State funds, investment of cash reserves, selection of professional consultants, and personnel must remain the sole responsibility of the SBFCA Board and SBFCA staff..

- B. CADAC shall complete an annual report and provide it to the SBFCA board by June 30 of each year.
- C. CADAC shall serve in an advisory capacity only and shall not be a decision-making body. SBFCA shall consider, but need not act on, the advice it receives from CADAC.

VIII. Amendment of CADAC Charter

This charter may be amended by a supermajority vote of the SBFCA Board members.