



PAJARO REGIONAL

FLOOD MANAGEMENT AGENCY

Community Assessment Oversight Committee Charter

I. Name

The committee shall be known as the Community Assessment Oversight Committee (“CAOC”), formed by the Pajaro Regional Flood Management Agency (“PRFMA”).

II. Background

On July 13, 2022, the PRFMA Board of Directors passed a resolution forming the Pajaro Regional Flood Management Agency Assessment District (“Assessment District”), through which the PRFMA will collect assessments from parcel owners to fund levee operations and maintenance services. Parcel owners receiving special benefits from the levee operations and maintenance services voted in favor of forming the Assessment District.

The PRFMA Board opted to establish the CAOC for the general purpose of overseeing, reviewing, and advising the agency regarding the expenditure of funds generated by the Assessment. It is the Board’s intent to include a broad range of community 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 stake in the successful implementation of levee operations and maintenance services.

III. Purpose

- A. The CAOC shall be an advisory body to the agency; and
- B. The CAOC will represent the interests of property owners within the Assessment District boundaries in reviewing the PRFMA’s expenditure of Assessment District funds to ensure they are used only for the purposes set forth in the assessment district balloting; and
- C. The CAOC will provide a direct line of communication between the local community and the PRFMA with respect to expenditure of Assessment District funds; and
- D. The CAOC will enhance community awareness of the PRFMA’s expenditures of Assessment District funds.

IV. Scope of the Committee Activities

- A. To oversee, review, and advise the PRFMA regarding the expenditure of funds generated by the proposed assessment district.
- B. To review financial reports, annual audit documents, and annual budget proposals.
- C. Specific decisions regarding the approvals of contracts, maintenance plans and schedules, payment of bills, legal issues, bond sales, oversight of any grant funds, investment of cash reserves, and the selection of professional consultants and personnel will remain the sole responsibility of the Board of Directors and are deemed to be outside the scope of duties and responsibilities of the CAOC.
- D. To make regular progress reports to the PRFMA during its operation, but no less than one report by June 30th by each year and not more than quarterly.
- E. To perform such other duties as the PRFMA directs by motion or resolution.

V. Membership

The CAOC will consist of five members of the community. Members must be at least 18 years of age and reside or own a business or property within the PRFMA'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 CAOC member. The committee shall not include any employee, official of the member agencies, or any vendor, contractor, or consultant of the PRFMA or the member agencies.

Each CAOC member will serve a term of two years, provided that three of the initial terms shall be for one year so that the terms are staggered to maximize continuity from year to year. No member shall be allowed to serve more than two consecutive terms. If a Board member's tenure with the PRFMA 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. Any member may be removed by the agency without cause.

VI. Operating Procedures

- A. The CAOC will operate in accordance with this charter and its own bylaws, which the CAOC members will draft within the first six months of formation.
- B. As a standing committee of the PRFMA, the CAOC will be required to comply with the requirements of the Brown Act (Cal. Govt. Code §§ 54950 *et seq.*).
- C. CAOC members shall choose a chairperson and secretary for purposes of chairing CAOC meetings and taking minutes, respectively.
- D. Each recommendation of the CAOC shall be approved by an affirmative vote of at least three members. Members who do not approve a recommendation shall be entitled to prepare a minority report to be included with any written report of the committee to the agency.

- E. CAOC operations shall be funded by the PRFMA. The CAOC shall coordinate with the PRFMA staff on CAOC operations, including but not limited to compliance with the Brown Act, staff and consultant attendance at meetings, and assistance with the annual report.
- F. Committee members shall serve without compensation.
- G. All members shall adhere to provisions of the PRFMA's Conflict of Interest Code and the California Political Reform Act, which may require committee members to file a Form 700 among other things.

VII. Meeting Schedule

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

VIII. Amendment of CAOC Charter

This charter may be amended by a 4/5 vote of the PRFMA Board members.