

AGENDA
***Pajaro River Watershed
Flood Prevention Authority***

c/o RAPS, Inc.
P. O. Box 809
Marina, CA 93933
(831) 883-3750
info@ambag.org

Gilroy City Hall
7351 Rosanna Street
Gilroy, California

January 4, 2008

9:00 a.m.

RECOMMENDED ACTION

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ORAL COMMUNICATIONS FROM THE BOARD
ON ITEMS NOT ON THE AGENDA
5. ORAL COMMUNICATIONS FROM THE PUBLIC
ON ITEMS NOT ON THE AGENDA
6. ELECTION OF OFFICERS FOR 2008 **ELECT**
7. CONSENT AGENDA **RECOMMEND APPROVAL**
 - A. **Minutes of the November 2, 2007 Meeting**

The minutes of the November 2, 2007 Board meeting are **enclosed. Recommend approval.** (Page 5)
 - B. **Approval of Payment to RAPS, Inc. for October 2007**

Enclosed is the October 2007 invoice. The Staff Working Group recommended approval. **Recommend approval.** (Page 9)

C. Approval of Payment to Gutierrez Consultants for October 2007

Enclosed is the October 2007 invoice for Lidia Gutierrez's work on the Soap Lake Grant Project. The Staff Working Group recommended approval. **Recommend approval.** (Page 13)

D. PRWFPA Proposed Letterhead

Enclosed is the proposed letterhead. **Recommend approval.** (Page 19)

E. Approval of Payment to Downey Brand

Enclosed is an invoice to Downey Brand for services rendered in the amount of \$2,275.00. **Recommend approval.** (Page 21)

8. ADMINISTRATION

A. Staff Working Group Meeting Notes **INFORMATION**

Meeting notes from the November 21, 2007 Staff Working Group meeting is **enclosed**. There was no meeting in December. (Page 23)

B. FY 2006/07 Agency Audit **ACCEPT**

The audit report has been previously forwarded to the Board. Receive presentation from the Board's independent auditor.

C. Legislative Outreach Report **INFORMATION**

Accept oral report. **Enclosed** are the meeting itineraries of Santa Clara Valley Water District's and Santa Cruz County's visits to Washington D.C. (Hill/Phillips/Palmisano/Wilson) (Page 25)

D. FY 2007/08 Contract Amendment No. 1 with RAPS, Inc. **RECOMMEND APPROVAL**

Enclosed is a proposed contract amendment No. 1 with Regional Analysis & Planning Services Inc. reducing the Scope of Work and Budget by \$19,158 for services related to the Soap Lake Implementation Project. (Page 33)

- E. FY 2007/08 Contract Amendment No. 1 with Gutierrez Consultants** **RECOMMEND APPROVAL**

Enclosed is a proposed contract amendment No. 1 with Gutierrez Consultants increasing the Scope of Work and Budget by \$19,158 for services related to the Soap Lake Implementation Project. (Page 39)

- F. Schedule of Meetings for 2008** **APPROVE**

Enclosed is the proposed Schedule of Meetings for 2008. Please note that the July meeting is on the second Friday of the month, July 11th. (Page 51)

9. **PLANNING**

- A. Soap Lake Preservation Project** **ACCEPT**

Accept oral status report. (Gutierrez)

- B. Lower Pajaro River Project** **INFORMATION**

Accept oral report. (Hill/Phillips/Palmisano)

- C. U.S. Army Corps San Benito River Watershed Study** **DISCUSS**

Discuss consideration of becoming the local sponsor of this study, subject to obtaining/arranging local funding share. Accept oral report. (Gutierrez)

10. **CORRESPONDENCE AND ANNOUNCEMENTS**

- A. Oral**

- B. Written**

1. **Enclosed** is a letter from the County of Santa Cruz Flood Control and Water Conservation District to Lieutenant Colonel Craig W. Kiley, Commander and District Engineer, U.S. Army Corps of Engineers regarding the Pajaro River Project Design Agreement and Bench Excavation. (Page 53)

2. **Enclosed** is a letter from Supervisor Louis Calcagno, Monterey County Board of Supervisors to Mr. Ray Becker, Project Manager, DMB Associates, Inc. regarding the El Rancho San Benito proposed project. (Page 55)

3. **Enclosed** is a letter from Deborah Schwarz, Planner, City of Gilroy regarding the Creation of the East Gilroy Specific Plan. (Page 57)
4. **Enclosed** is a letter for Mr. Rich Krumholz, Caltrans District 5 Director, acknowledging receipt of letter from Executive Coordinator regarding developments within the Soap Lake area. (Page 61)

Note: Action listed for each Agenda item represents the staff recommendation. The Board of Directors may, at its discretion, take any action on the items listed in the Agenda. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof.

If you have a request for disability-related modification or accommodation, including auxiliary aids or services, contact AMBAG, 883-3750, or email info@ambag.org, at least 48 hours prior to the meeting date.

Mission: The purpose of the Authority is to identify, evaluate, fund and implement environmentally sound flood prevention and control strategies in the Pajaro River Watershed, on an intergovernmental, cooperative basis as required by the Pajaro River Watershed Flood Prevention Authority Act.

MINUTES OF THE PROCEEDINGS
OF THE BOARD OF DIRECTORS OF THE
Pajaro River Watershed Flood Prevention Authority

PRWFPA

November 2, 2007

1. CALL TO ORDER

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Marcus presiding, convened at 9:04 a.m. on Friday, November 2, 2007 at the San Benito County Board of Supervisors Chambers, Hollister, CA.

2. PLEDGE OF ALLEGIANCE

Director Marcus led the Pledge of Allegiance.

3. ROLL CALL

Members – Board of Directors	Representative	Present	Absent
County of San Benito	Supervisor Don Marcus	X	
County of Santa Cruz	Supervisor Tony Campos	X	
County of Monterey	Supervisor Louis Calcagno	X	
County of Santa Clara	Supervisor Donald Gage	X	
Monterey County Water Resources Agency	Director Silvio Bernardi	X	
San Benito County Water District	Director Sonny Flores		X
Santa Clara County Water District	Director Sig Sanchez	X	
Zone 7 Flood Control District	Director Dale Skillicorn	X	
City of Gilroy (Associate Member)	Saeid Vaziry, Sr. Environ. Engineer		X
City of Hollister (Associate Member)	Councilmember Doug Emerson		X
City of Morgan Hill (Associate Member)	Councilmember Mark Grzan		X

Others Present: Steve Homan, Chris Freitas & Shelly Theis, County of Santa Clara; Carol Presley, Marc Klemencic & Scott Wilson, SCVWD; Bill Phillips, MCWRA; Steve Palmisano, City of Watsonville; Lidia Gutierrez; Gutierrez Consultants; Kenn Reiller, Sierra Club; Darlene Din, Central Coast Agriculture Task Force; Nick Papadakis & Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

4. ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA

NONE

5. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

NONE

6. CONSENT AGENDA

A. Minutes of the September 7, 2007 Board Meeting

Minutes for the September 7, 2007 Board of Directors meeting were enclosed for the Board's approval.

B. Approval of Payment for RAPS, Inc. for August and September 2007

Invoices for services rendered by Regional Analysis and Planning Services, Inc. in August and September 2007 were enclosed. The Staff Working Group recommended approval.

C. Approval of Payment to Gutierrez Consultants for August and September 2007

Invoice for services rendered by Gutierrez Consultants in August and September 2007 were enclosed. The Staff Working Group recommended approval.

D. PRWFPA Insurance

Invoice for the annual agency insurance was enclosed.

Motion made by Director Gage, seconded by Director Campos to approve the Consent Agenda. Motion passed unanimously.

7. ADMINISTRATION

A. Staff Working Group Meeting Notes

The Staff Working Group Meeting Notes for the meetings of September 19, 2007 and October 17, 2007 were enclosed for the Board's information.

B. Legislative Outreach Report

Don Hill, Santa Cruz County reported that the County of Santa Cruz will be traveling to Washington D.C. on November 7, 2007.

Bill Phillips, Monterey County Water Resources Agency reported that the County of Monterey will also travel to Washington D.C. either this month or in January. Mr. Phillips stated that it would be helpful for everyone if each agency submits their agendas of meetings with the administration and Members of Congress to each other through the Executive Coordinator.

Scott Wilson, Santa Clara Valley Water District also reported that they will be traveling to Washington D.C. from November 6, 2007 through November 7, 2007.

The Executive Coordinator reminded the Board about the fact sheet and legislative letter that had been prepared for this purpose.

Ana Flores, RAPS, Inc. will send the Board extra copies of the fact sheet and legislative letter today.

8. PLANNING

A. Soap Lake Preservation Project

Lidia Gutierrez, Gutierrez Consultants went over the details of the agreement with the Pajaro Valley Water Management Agency, which is the pass through agency of the 25 million Prop 50 grant. The Authorities share of the grant is \$ 4,093,402, with no additional funds required from the Authority as match. The matching has been provided by other entities previously. The grant will be used to implement our own grant program where we can solicit proposals from land acquisition groups and offer a 50 % match.

Ms. Gutierrez also stated that there is a correction on item 2, Term of Agreement. The agreement will begin on January 16, 2008 which is the Board date for PVWMA.

Motion made by Director Gage, seconded by Director Campos to approve the signing of the Proposition 50 Grant Agreement between PRWFPA and Pajaro Valley Water Management Agency. Motion passed unanimously.

B. Lower Pajaro River Project

Bill Phillips, Monterey County Water Resources Agency informed the Board that the Monterey County's \$200,000 contribution towards the \$600,000 for the Lower Pajaro River Project will be on the November 6, 2007 Board of Supervisors agenda for approval.

C. U.S. Army Corps San Benito River Watershed Study

The Executive Coordinator informed the Board about the opportunity to provide local funds to the U.S. Army Corps of Engineers watershed study of the San Benito River through Propositions 84 and 1E without using local funds.

The Staff Working Group suggested that a cost estimate and scope of work be obtained of what this effort will cost the Authority and present a proposal at the January 4, 2008 meeting.

9. CORRESPONDENCE AND ANNOUNCEMENT

A. The Executive Coordinator announced that the PRWFPA 2006/07 Audit had been completed and would be sent out to the Board next week.

B. Written

Consent Item 7.A

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1. Enclosed was a letter from the County of Santa Cruz Flood Control and Water Conservation District – Zone 7 regarding the Pajaro River levee Reconstruction Project Design Agreement with the Army Corps of Engineers.
2. Enclosed was a letter from the County of Santa Cruz Flood Control and Water Conservation District – Zone 7 regarding the Pajaro River Project Design Agreement.
3. Enclosed was a letter from Tony Campos, Supervisor, County of Santa Cruz to Ray Becker, Project Manager, DMB Associates regarding the El Rancho San Benito Development Project.

10. ADJOURN

The meeting was adjourned at 10:28 a.m.

REGIONAL ANALYSIS PLANNING SERVICES, INC. Consent Item 7.B

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

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445 Reservation Road, Suite G
P.O. Box 809, Marina, CA 93933-0809

(831) 883-3750
(831) 883-3755

November 1, 2007

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Services Dated July 1, 2000, and amended July 6, 2001, August 9, 2002, July 11, 2003, July 2, 2004, July 1, 2005, September 22, 2006 and July 6, 2007.

This letter is our billing for services rendered in the period October 1 through October 31, 2007. The services included work under items 1 through 9 of Exhibit A of the referenced contract. The following breakdown of charges is summarized in accordance with Exhibit B of the referenced contract. Data is from the official time records under Work Element No. 530.

This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on January 4, 2008.

Work Element 530 - Agency Administration

Executive Coordinator	4 hours @ \$ 240.98	\$ 963.92
Associate Planner	0 hours @ \$ 92.96	\$ -
Administrative Assistant	14 hours @ \$ 55.00	\$ 770.00
	Subtotal	<u>\$ 1,733.92</u>

Total now due: \$ 1,733.92

Sincerely,



Nicolas Papadakis
Executive Coordinator

Attachments

Regional Analysis and Planning Services
(RAPS)

Invoice for PRWFPA
October 1-October 31, 2007

Position Title	Total Hours	Personnel Cost	Overhead Cost	Total Cost
Executive Coordinator Rate/hr		\$131.96	\$109.02	\$240.98
Project 530 Admin	4	\$ 527.84	\$ 436.08	\$ 963.92
Subtotal	4	\$ 527.84	\$ 436.08	\$ 963.92
Associate Planner Rate/hr		\$48.08	\$44.88	\$92.96
Project 530 Admin	0	\$ -	\$ -	\$ -
Subtotal	0	\$ -	\$ -	\$ -
Administrative Assistant Rate/hr		\$29.94	\$25.06	\$55.00
Project 530 Admin	14	\$ 419.16	\$ 350.84	\$ 770.00
Subtotal	14	\$ 419.16	\$ 350.84	\$ 770.00
Total	18	947.00	786.92	1,733.92

Tasks Completed:

Executive Coordinator:

WE 530: SWG and BOD agenda preparation.

Administrative Assistant:

WE 530: SWG agenda preparation, distribution, and meeting attendance (10/17).

BOD agenda preparation and distribution; PRWFPA website maintenance

Regional Analysis and Planning Services
Status of WE 530
Year-to-Date vs Budget
FY2007/08

	<u>WE 530 Admin</u>	<u>TOTAL</u>
Budget*	\$ 37,000.00	\$ 37,000.00
Amount Spent:		
July, 2007	\$ 2,428.80	\$ 2,428.80
August, 2007	\$ 3,655.26	\$ 3,655.26
September, 2007	\$ 2,346.86	\$ 2,346.86
October, 2007	\$ 1,733.92	\$ 1,733.92
November, 2007		
December, 2007		
January, 2008		
February, 2008		
March, 2008		
April, 2008		
May, 2008		
June, 2008		
Subtotal	<u>\$ 10,164.84</u>	<u>\$ 10,164.84</u>
Balance Available	<u>\$ 26,835.16</u>	<u>\$ 26,835.16</u>

* Per approved budget effective (11/03/06).

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Gutierrez Consultants

Consent Item 7.C
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November 3, 2007

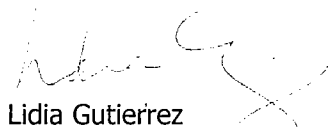
Mr. Nick Papadakis, Executive Director
Association of Monterey Bay Area Governments
Post Office Box 809
Marina, CA 93933-0809

Dear Nick,

Attached is an invoice from Gutierrez Consultants for professional services provided from October 1, 2007 through November 3, 2007. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract approved by the Pajaro River Watershed Flood Prevention Authority on March 2, 2007.

The invoice is for a total amount of \$2476.12 and the budget remaining is \$237,855.

Sincerely,



Lidia Gutierrez
Principal

Integrated Planning and Funding Solutions

5000 Lilac Ridge Road
San Ramon, CA 94582
925.766.5294

Consent Item 7.C

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Gutierrez Consultants

5000 Lilac Ridge Road
San Ramon, CA 94582

Invoice

Date	Invoice #
11/3/2007	65

Bill To
Pajaro River Watershed FPA Nick Papadakis C/O RAPS, Inc. P.O. Box 809 Marina, CA 93933-0809

P.O. No.

Item	Quantity	Description	Rate	Amount
FPA Subtask 1.9 Partner Facilit	8.5	Coordination with Army Corps of Engineers, identification of potential partners; prepare for and attend SWG Meeting	165.00	1,402.50
FPA Subtask 1.1 Development of	5.5	Prepare for and attend Board Meeting (grant agreement approval)	165.00	907.50
Reimb Group		SWG Meeting - Rental	48.84	48.84
		SWG Meeting - Fuel	27.06	27.06
		Board Meeting - Rental	46.55	46.55
		Board Meeting - Fuel	28.57	28.57
		Total Reimbursable Expenses		151.02
Markup			10.00%	15.10
Total				\$2,476.12

Invoice Budget Summary
for
Soap Lake Preservation Project

Consent Item 7.C
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Task	Budget	Job-to-Date	100107 - 110207	Budget Remaining
Task 1: Program Administration				
Subtask 1.1 Grant Agreement	\$8,580	\$7,673	\$907	\$0
Subtask 1.2 (a) Grant Guidelines	\$31,680	\$0	\$0	\$31,680
Subtask 1.2 (b) Develop RFP	\$23,100	\$0	\$0	\$23,100
Subtask 1.3 Open Enrollment RFP	\$18,480	\$0	\$0	\$18,480
Subtask 1.4 Review Proposals	\$29,040	\$0	\$0	\$29,040
Subtask 1.5 Grant Recommendations	\$10,560	\$0	\$0	\$10,560
Subtask 1.6 Grant Agreements	\$6,600	\$0	\$0	\$6,600
Subtask 1.7 Easement Provisions	\$6,600	\$0	\$0	\$6,600
Subtask 1.8 Public Outreach Program	\$11,880	\$578	\$0	\$11,303
Subtask 1.9 Partner Facilitation	\$23,760	\$248	\$1,403	\$22,110
Subtotal	\$170,280	\$8,499	\$2,310	\$159,472
Task 3: Land / Easement Acquisition				
Subtask 3.1 Land Owner Outreach	\$3,960	\$0	\$0	\$3,960
Subtask 3.2 Obtaining Land/Ease.	\$3,960	\$0	\$0	\$3,960
Subtask 3.3 Annual Monitoring	\$3,960	\$0	\$0	\$3,960
Subtask 3.4 Ag Mitigation Bank	\$0	\$0	\$0	\$0
Subtotal	\$11,880	\$0	\$0	\$11,880
Task 6: Other Tasks				
Subtask 6.1: Program Eval/Monitor	\$26,400	\$0	\$0	\$26,400
Subtask 6.2: Site Visits	\$6,600	\$0	\$0	\$6,600
Subtask 6.3: Compliance / Reporting	\$19,800	\$0	\$0	\$19,800
Subtotal	\$52,800	\$0	\$0	\$52,800
Other Direct Charges	\$14,300	\$431	\$166	\$13,703
Total	\$249,260	\$8,930	\$2,476	\$237,855

Customer Name:	LIDIA GUTIERREZ	Car Group Rented:	FULL SIZE 4 DOOR
Wizard Number:		Car Group Charged:	FULL SIZE 4 DOOR
Avis Worldwide Discount Number:		Car Make Model:	SIL PONT GRPR 4DR
Customer Status:	AVIS FIRST	Plate Number:	CA6AKC567
Method of Payment:	VISA	Car Number:	6941760
Credit Card #:	CXXXXXXXXXXXX8003	Mileage Out: 1726	Fuel Out: 7/8
		Mileage In: 2086	Fuel In: 7/8
Freq Traveler:		Mileage Driven: 360	

Rental Information

Pickup Date/Time:	17OCT07/0808	Return Date/Time:	18OCT07/1800
Pickup Location:	AVIS OF SAN RAMON CA . 2551 SAN RAMON VALLEY BLVD STE 106 SAN RAMON, CA 94583 US 925-362-8673	Return Location:	AVIS OF SAN RAMON CA . 2551 SAN RAMON VALLEY BLVD STE 106 SAN RAMON, CA 94583 US 925-362-8673

Vehicle Charges

Time:	160 miles @ .00	0.00	TAX 8.250%	7.44
	0 hours @ 23.75	0.00	LDW	0.00
	2 days @ 47.49	94.98	Total Charges	97.67
	0 weeks @ 237.45	0.00		
Discount 5.0%		-4.75		
Fuel Service		0.00		
SUBTOTAL		90.23	Amount Due	97.67

GAS AND SHOP
 17005 CONDIT RD.
 MORGAN HILL, CA.

Avis Car Rental E-Receipt

Please do not reply to this message.
 If you have questions regarding this rental or if you c
 question regarding this bill, please call us at 1-800-3

STATION NUMBER
06446388001

mail receipts@avis.com for assistance. If you have a

DATE: 10/18/07
 TIME: 16:55
 LIDIA GUTIERREZ
 VS
 CREDIT

PUMP# 2	REGULAR
GALLONS	16.866
@ \$3.209/GAL	
FUEL	\$54.12
TOTAL	\$54.12
	5674
AUTH#	006992

Customer Name: **LIDIA GUTIERREZ**
 Wizard Number:
 Avis Worldwide Discount Number:
 Customer Status: **AVIS FIRST**
 Method of Payment: **VISA**
 Credit Card #: **CXXXXXXXXXXXX8003**
 Freq Traveler:

Car Group Rented: **SPECIALTY**
 Car Group Charged: **PREMIUM**
 Car Make Model: **WHI NISS ALHY 4DR**
 Plate Number: **CA5ZTM817**
 Car Number: **6059023**
 Mileage Out: 3890
 Mileage In: 4089
 Mileage Driven: 199

Rental Information

Pickup Date/Time: 01NOV07/1036	Return Date/Time: 02NOV07/1709
Pickup Location: AVIS OF SAN RAMON CA . 2551 SAN RAMON VALLEY BLVD STE 106 SAN RAMON, CA 94583 US 925-362-8673	Return Location: AVIS OF SAN RAMON CA . 2551 SAN RAMON VALLEY BLVD STE 106 SAN RAMON, CA 94583 US 925-362-8673

Vehicle Charges

Time:	0 miles @ .00	0.00	TAX 8.250%	7.10
	0 hours @ 21.51	0.00	LDW	0.00
	2 days @ 43.00	86.00	Total Charges	93.10
	0 weeks @ 299.99	0.00		
Fuel Service		0.00		
SUBTOTAL		86.00	Amount Due	93.10

AVIS OF SAN RAMON CA
 D
 SAN RAMON CA
 RT# 27441847202

11/02/07 16:52:56
 GUTIERREZ/LIDIA
 VISA Acct#
 XXXX XXXX XXXX 8003

If you do not wish to receive electronic receipts, please e-mail e_receipts@avis.com for assistance. If you have a 10-352-7900.

RCPT# 9-5334
 Inv# 647834
 Auth# 090248

PUMP# 8
 REGULAR 8.5836
 SELF
 PRICE/GAL \$3.329
 FUEL TOTAL \$28.57

TOTAL 93.10

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Pajaro River Watershed

Coastal from 7.D
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Flood Prevention Authority

P.O. Box 809, Marina, CA 93933 Phone: 831.883.3750 FAX: 831.883.3755 www.pajaroriverwatershed.org

Member Agencies:

County of Monterey

County of San Benito

County of Santa Clara

County of Santa Cruz

**Monterey County Water
Resources Agency**

**San Benito County
Water District**

**Santa Clara Valley
Water District**

**Santa Cruz County Zone
7 Flood Control District**

Mission: The purpose of the Authority is to identify, evaluate, fund and implement environmentally sound flood prevention and control strategies in the Pajaro River Watershed, on an intergovernmental, cooperative basis as required by the Pajaro River Watershed Flood Prevention Authority Act.

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MP
8/28

INVOICE

August 21, 2007
Invoice No. 335429
Page: 1

AUG 27 2007

Pajaro River Watershed Flood Prevention
Attn: Nicolas Papadakis
c/o RAPS, Inc.
P.O. Box 809
Marina, CA 93933

For Services Rendered Through July 31, 2007

Re: General
Our Matter No. 33574.00000

Date	Description	Tkpr	Hours	Rate	Amount
07/06/07	Prepare for and attend board meeting; review proposed rules for staff committee	KMO	7.00	325.00	2,275.00
Total Fees for Professional Services:					\$ 2,275.00

Summary of Fees by Timekeeper

Timekeeper	Rate	Hours	Amount
O'Brien, Kevin M.	325.00	7.00	2,275.00
Total Fees Rendered this Period:			\$ 2,275.00

PO# _____ Check # _____
 Rec'd by _____ Math Rec By *MP*
 PM Appr _____ Adm Appr *MP*
 ED Appr _____ Acct Code *5304*

IDENTIFICATION
NUMBER
94 0438033

THIS ACCOUNT IS NOW DUE
AND PAYABLE. IF PAYMENT
IS NOT RECEIVED WITHIN 30 DAYS
A LATE CHARGE
WILL BE ADDED.



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