

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

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

**Monterey County Water
Resources Agency
893 Blanco Circle
Salinas, California**

June 27, 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. CONSENT AGENDA

RECOMMEND APPROVAL

A. Minutes of the May 2, 2008 Meeting

The minutes of the May 2, 2008 Board meeting are **enclosed. Recommend approval.** (Page 5)

B. Approval of Payment to RAPS, Inc. for April and May 2008

Enclosed are the April and May 2008 invoices. The Staff Working Group recommended approval. **Recommend approval.** (Page 9)

C. Approval of Payment to Gutierrez Consultants for April and May 2008

Enclosed are the April and May 2008 invoices for Lidia Gutierrez's work on the Soap Lake Preservation Project. The Staff Working Group recommended approval. **Recommend approval.** (Page 15)

7. ADMINISTRATION

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

Meeting notes from the May 21, 2008 and June 18, 2008 Staff Working Group meetings are **enclosed.** (Page 25)

B. Legislative Outreach Report **ACCEPT**

Accept status report on meeting with Federal and State legislative representatives which is scheduled for August 14, 2008 and will be held at the Community Room of the Ausonio Library in Castroville from 11 a.m. to 1 p.m. **Enclosed** is the draft agenda. (Papadakis / Phillips / Palmisano / Laclergue) (Page 29)

C. FY 2008/09 Agency Budget **RECOMMEND APPROVAL**

Staff memorandum and the proposed FY 2008/09 agency budget are **enclosed.** (Papadakis) (Page 31)

D. Contract with RAPS, Inc. for July 1 to December 31, 2008 **RECOMMEND APPROVAL**

Enclosed is a proposed contract with Regional Analysis & Planning Services Inc. in the amount \$20,000 to provide administrative services to the Pajaro River Watershed Flood Prevention Authority for the period July 1 to December 31, 2008. (Papadakis) (Page 33)

E. Request for Proposals for Administrative Services **RECOMMEND APPROVAL**

Approve distribution of Request for Proposals for the provision of Administrative Services to the Authority, effective January 1, 2009. (Papadakis)

F. FY 2008/09 Contract with Downey/Brand **RECOMMEND APPROVAL**

Enclosed is a proposed contract with Downey/Brand in the amount of \$8,000 to provide legal services to the Pajaro River Watershed Flood Prevention Authority in FY 2008/09. (Papadakis) (Page 37)

8. PLANNING

A. Soap Lake Preservation Project

APPROVE

Draft Guidelines, Project Assessment and Evaluation Plan and the Grant Program Timeline for Grant submittals are **separately enclosed**. (Gutierrez).

B. Lower Pajaro River Project

ACCEPT

Accept oral report. (Laclergue)

9. CORRESPONDENCE AND ANNOUNCEMENTS

A. Oral

B. Written

10. ADJOURNMENT

Next Meetings:

September 5, 2008: Monterey County Water Resources Agency – Salinas, 9 a.m.
November 7, 2008: Gilroy City Hall – Gilroy, 9 a.m.
January 2, 2009: Watsonville Council Chambers – Watsonville, 9 a.m.

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.

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

PRWFPA

May 2, 2008

1. CALL TO ORDER

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Calcagno presiding, convened at 9:00 a.m. on Friday, May 2, 2008 at the Watsonville City Hall, Gilroy, CA.

2. PLEDGE OF ALLEGIANCE

Director Gage 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 Frank Bettencourt	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: Scott Wilson and Carol Presley, SCVWD; Jim Slater, MCWRA; Lidia Gutierrez; Gutierrez Consultants; Bruce Laclergue, County of Santa Cruz; Clara Spaulding and Colleen Valles, Santa Clara County; Leilani Barnett, Rod Meade and Craig Page, DMB; Craige Edgerton, Silicon Valley Land Conservancy; Nick Papadakis & Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

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

Director Campos invited those in attendance to the grand opening of the new Civic Plaza Building at 2:30 p.m.

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

There were no public comments.

6. PRESENTATION

Rod Meade, Vice President for Regulatory Affairs, DMB, gave a presentation to the Board on the El Rancho San Benito Development.

7. CONSENT AGENDA

A. Minutes of the March 7, 2008 Meeting

Minutes for the March 7, 2008 Board of Directors meeting were enclosed for the Board's approval.

B. Approval of Payments for RAPS, Inc. for February and March 2008

Invoices for services rendered by Regional Analysis and Planning Services, Inc. in February and March 2008 were enclosed. The Staff Working Group recommended approval.

C. Approval of Payment to Gutierrez Consultants for February and March 2008

Invoices for services rendered by Gutierrez Consultants in February and March 2008 were enclosed. The Staff Working Group recommended approval.

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

8. ADMINISTRATION

A. Staff Working Group Meeting Notes

The Staff Working Group Meeting Notes for the meeting of March 19, 2008 and April 16, 2008 were enclosed for the Board's information.

B. Legislative Outreach Report

Bruce Laclergue reported on the trip to Washington D.C. on April 2, 2008, with representatives from Monterey County, Santa Cruz County and the City of Watsonville in attendance. Mr. Laclergue stated that they were able to meet with Senator Barbara Boxer, Congressman Sam Farr and the U.S. Army Corps of Engineers.

C. Proposed Meeting Date Change

The Executive Coordinator asked that the July 11, 2008 Board of Directors meeting be moved to June 27, 2008

Motion made by Director Campos, seconded by Director Gage to approve the rescheduling of the July 11, 2008 Board of Directors meeting to June 27, 2008. Motion passed unanimously.

9. PLANNING

A. Soap Lake Preservation Project

Lidia Gutierrez, Gutierrez Consultants stated that the Staff Working Group has reviewed the draft guidelines and are currently making revisions. The guidelines will be provided at the June 27, 2008 Board of Directors meeting for approval to release for public review.

B. Lower Pajaro River Project

Bruce Laclergue reported that Monterey County and Santa Cruz County met with Lieutenant Colonel Craig Kiley on April 24, 2008. Mr. Laclergue reported that Lieutenant General Lawrence Farrell will be replacing Lieutenant Colonel Craig Kiley

10. CORRESPONDENCE AND ANNOUNCEMENT

A. Oral

None

B. Written

1. Enclosed was a letter from Thomas R. Kendall, Chief of Planning Branch, ETS, U.S. Army Corps of Engineers received March 24, 2008 regarding the Pajaro River Watershed Study.

10. ADJOURN

The meeting was adjourned at 10:03 a.m.

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REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

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

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

May 16, 2008

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 April 1 through April 30, 2008. 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.

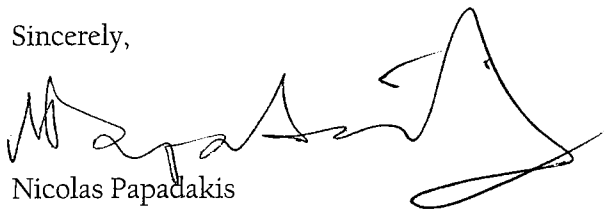
This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on June 27, 2008.

Work Element 530 - Agency Administration

Executive Coordinator	3 hours @ \$ 240.98	\$ 722.94
Associate Planner	0 hours @ \$ 92.96	\$ -
Management Assistant	12.5 hours @ \$ 55.00	\$ 687.50
	Subtotal	<u>\$ 1,410.44</u>

Total now due: \$ 1,410.44

Sincerely,



Nicolas Papadakis
Executive Coordinator

Attachments

Regional Analysis and Planning Services
(RAPS)

Invoice for PRWFPA

April 1-April 30, 2008

Position Title	Total Hours	Personnel Cost	Overhead Cost	Total Cost
Executive Coordinator	Rate/hr	131.96	109.02	240.98
Project 530 Admin	3.00	395.88	327.06	722.94
Subtotal	3.00	395.88	327.06	722.94
Associate Planner	Rate/hr	48.08	44.88	92.96
Project 530 Admin	-	-	-	-
Subtotal	-	-	-	-
Administrative Assistant	Rate/hr	29.94	25.06	55.00
Project 530 Admin	12.50	374.25	313.25	687.50
Subtotal	12.50	374.25	313.25	687.50
Total	15.50	770.13	640.31	1,410.44

Tasks Completed:

Executive Coordinator:

WE 530: SWG agenda preparation and meeting attendance

Administrative Assistant:

WE 530: SWG agenda preparation, distribution and meeting attendance

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	\$ 34,571.20
August, 2007	\$ 3,655.26	\$ 30,915.94
September, 2007	\$ 2,346.86	\$ 28,569.08
October, 2007	\$ 1,733.92	\$ 26,835.16
November, 2007	\$ 1,995.88	\$ 24,839.28
December, 2007	\$ 1,589.90	\$ 23,249.38
January, 2008	\$ 1,589.90	\$ 21,659.48
February, 2008	\$ 2,752.84	\$ 18,906.64
March, 2008	\$ 3,317.30	\$ 15,589.34
April, 2008	\$ 1,410.44	\$ 14,178.90
May, 2008		
June, 2008		
Subtotal	<u>\$ 22,821.10</u>	<u>\$ 14,178.90</u>
Balance Available		<u>\$ 14,178.90</u>

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

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

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

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

June 12, 2008

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 May 1 through May 31, 2008. 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 June 27, 2008.

Work Element 530 - Agency Administration

Table with 3 columns: Role, Rate, Amount. Rows include Executive Coordinator (3 hours @ \$240.98 = \$722.94), Associate Planner (0 hours @ \$92.96 = \$0), Management Assistant (15 hours @ \$55.00 = \$825.00), and Subtotal (\$1,547.94).

Total now due: \$ 1,547.94

Sincerely,

Handwritten signature of Nicolas Papadakis

Nicolas Papadakis
Executive Coordinator

Attachments

Regional Analysis and Planning Services
(RAPS)

Invoice for PRWFPA
May 1-May 31, 2008

Position Title	Total Hours	Personnel Cost	Overhead Cost	Total Cost
Executive Coordinator Rate/hr		131.96	109.02	240.98
Project 530 Admin	3.00	395.88	327.06	722.94
Subtotal	3.00	395.88	327.06	722.94
Associate Planner Rate/hr		48.08	44.88	92.96
Project 530 Admin	-	-	-	-
Subtotal	-	-	-	-
Management Assistant Rate/hr		29.94	25.06	55.00
Project 530 Admin	15.00	449.10	375.90	825.00
Subtotal	15.00	449.10	375.90	825.00
Total	18.00	844.98	702.96	1,547.94

Tasks Completed:

Executive Coordinator:

WE 530: SWG agenda preparation and meeting attendance

Administrative Assistant:

WE 530: SWG agenda preparation, distribution and meeting attendance

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	\$ 34,571.20
August, 2007	\$ 3,655.26	\$ 30,915.94
September, 2007	\$ 2,346.86	\$ 28,569.08
October, 2007	\$ 1,733.92	\$ 26,835.16
November, 2007	\$ 1,995.88	\$ 24,839.28
December, 2007	\$ 1,589.90	\$ 23,249.38
January, 2008	\$ 1,589.90	\$ 21,659.48
February, 2008	\$ 2,752.84	\$ 18,906.64
March, 2008	\$ 3,317.30	\$ 15,589.34
April, 2008	\$ 1,410.44	\$ 14,178.90
May, 2008	\$ 1,547.94	\$ 12,630.96
June, 2008		
Subtotal	<u>\$ 24,369.04</u>	<u>\$ 12,630.96</u>
Balance Available		<u>\$ 12,630.96</u>

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



Gutierrez Consultants

Consent Item 6.C
Page 15

May 25, 2008

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 March 31, 2008 through May 4, 2008. 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 \$9,149.45 and the budget remaining is \$217,696.

Sincerely,

Lidia Gutierrez
Principal

Integrated Planning and Funding Solutions

5000 Lilac Ridge Road
San Ramon, CA 94582
925.766.5294

Invoice Budget Summary
for
Soap Lake Preservation Project

Task	Budget	Job-to-Date	3/31/08- 5/4/08	Budget Remaining
Task 1: Program Administration				
Subtask 1.1 Grant Agreement	\$8,580	\$8,580	\$0	\$0
Subtask 1.2 (a) Grant Guidelines	\$31,680	\$4,455	\$9,075	\$18,150
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	\$6,600	\$0	\$5,280
Subtask 1.9 Partner Facilitation	\$23,760	\$1,651	\$0	\$22,109
Subtotal	\$170,280	\$21,286	\$9,075	\$139,919
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	\$1,129	\$74	\$13,097
Total	\$249,260	\$22,415	\$9,149	\$217,696

Invoice

Gutierrez Consultants

5000 Lilac Ridge Road
San Ramon, CA 94582

Date	Invoice #
5/25/2008	104

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 1.2a Grant Guidelin	55	Develop draft grant guidelines; prepare for and attend Staff Working Group Meeting; Participate in conference call regarding Draft Grant Guidelines; revise Draft Grant Guidelines; Prepare for and attend Board of Directors meeting	165.00	9,075.00
Reimb Group		Rental	27.05	27.05
		Fuel	40.64	40.64
		Total Reimbursable Expenses		67.69
ODCs		10% Markup	6.76	6.76
Total				\$9,149.45

6.C



Gutierrez Consultants

June 12, 2008

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 May 5, 2008 through May 31, 2008. 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 \$2,445.77 and the budget remaining is \$215,250.

Sincerely,



Lidia Gutierrez
Principal

Integrated Planning and Funding Solutions

5000 Lilac Ridge Road
San Ramon, CA 94582
925.766.5294

Invoice Budget Summary
for
Soap Lake Preservation Project

Task	Budget	Job-to-Date	5/5/08- 5/31/08	Budget Remaining
Task 1: Program Administration				
Subtask 1.1 Grant Agreement	\$8,580	\$8,580	\$0	\$0
Subtask 1.2 (a) Grant Guidelines	\$31,680	\$13,530	\$2,228	\$15,923
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	\$6,600	\$0	\$5,280
Subtask 1.9 Partner Facilitation	\$23,760	\$1,651	\$0	\$22,109
Subtotal	\$170,280	\$30,361	\$2,228	\$137,692
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	\$1,203	\$218	\$12,879
Total	\$249,260	\$31,564	\$2,446	\$215,250

