

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

November 7, 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 September 5, 2008 Meeting

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

B. Approval of Payment to RAPS, Inc. for August and September 2008

Enclosed are the August and September 2008 invoices. The Staff Working Group recommended approval. Recommend approval. (Page 9)

C. Approval of Payment to Gutierrez Consultants for August 2008

Enclosed is the August 2008 invoice for Lidia Gutierrez's work on the Soap Lake Preservation Project. The Staff Working Group recommended approval. **Recommend approval.** (Page 15)

D. Downey/Brand Invoice

Enclosed is an invoice for Downey/Brand in the amount of \$1,774.50. **Recommend approval.** (Page 21)

7. ADMINISTRATION

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

Meeting notes from the September 17 and October 15, 2008 Staff Working Group meetings are **enclosed.** (Page 25)

B. Proposed Meeting Date Change **APPROVE**

The next meeting date is January 2, 2009. Consider rescheduling to January 9, 2009.

C. Cash Reserve **APPROVE**

Approve **enclosed** Resolution authorizing transfer of Authority funds to Local Agency Investment Fund. (Page 29)

D. FY 2008/09 Budget Amendment No. 1 **APPROVE**

The proposed FY 2008/09 Agency Budget Amendment No. 1 is **enclosed.** (Page 31)

E. Contract with RAPS, Inc. **DISCUSS**

Discuss extension of contract with RAPS, Inc.

F. FY 2007/08 Agency Audit **ACCEPT**

Receive oral report from independent auditor.

G. Legislative Outreach **ACCEPT**

Receive oral report. (Laclergue/Phillips)

8. PLANNING

A. Soap Lake Preservation Project

ACCEPT

Accept oral report. (Gutierrez).

B. Lower Pajaro River Project

ACCEPT

Accept oral report. (Laclergue)

9. CORRESPONDENCE AND ANNOUNCEMENTS

A. Oral

B. Written

None

10. ADJOURNMENT

Next Meetings:

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

September 5, 2008

1. CALL TO ORDER

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Vice Chair Campos presiding, convened at 9:02 a.m. on Friday, September 5, 2008 at the Monterey County Water Resources Agency, Salinas, 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 (9:10)	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: Carol Presley, SCVWD; Jim Slater and Bill Phillips, MCWRA; Lidia Gutierrez; Gutierrez Consultants; Mike Sapurno, County of Santa Cruz; Chris Frietas, Santa Clara County; Kenn Reiller and Lois Robin, Sierra Club; Nick Papadakis & Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

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

There were no oral communications from the Board.

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

There were no oral communications from the public.

6. CONSENT AGENDA

A. June 27, 2008 Meeting Recommendations

The following items were recommended for approval by the Board of Directors, when they met as a committee of the whole on June 27, 2008.

1. Minutes of the May 2, 2008 Meeting

The minutes of the May 2, 2008 Board meeting were enclosed for approval.

2. Approval of Payments to RAPS, Inc., for April and May 2008

Enclosed were the April and May 2008 invoices for approval.

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

Enclosed for approval were the April and May 2008 invoices for Lidia Gutierrez's work on the Soap Lake Preservation Project.

4. FY 2008/09 Agency Budget

Staff memorandum and the proposed FY 2008/09 agency budget were enclosed for approval.

5. Contract with RAPS, Inc. for July 1 to December 31, 2008

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

6. FY 2008/09 Contract with Downey/Brand

Enclosed for approval was 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.

7. Soap Lake Preservation Project

Draft Guidelines, Project Assessment and Evaluation Plan and the Grant Program Timeline for Grant submittals were separately enclosed.

B. Minutes of the June 27, 2008 Meeting

Minutes for the June 27, 2008 Board of Directors meeting were enclosed for the Board's approval.

C. Approval of Payments for RAPS, Inc. for June and July 2008

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

D. Approval of Payment to Gutierrez Consultants for June and July 2008

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

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

The Executive Coordinator requested that Item 8. Planning be considered before Item 7. Administration, in order to wait for the arrival of Supervisor Calcagno.

Presiding member Campos reversed the order of these two items.

8. PLANNING

A. Soap Lake Preservation Project

Lidia Gutierrez reported on the July 24, 2008 Public Meeting held at the San Benito Water District regarding the grant guidelines. Ms. Gutierrez also reported two comments were received from Don Marcus, County of San Benito and Lloyd Wagstaff, The Nature Conservancy.

Lidia Gutierrez provided the Board with a revised timeline. Request for Proposals letters will be mailed out.

Supervisor Calcagno arrived and took over as Chair.

B. Lower Pajaro River Project

Bill Phillips, Monterey County Water Resources Agency reported that they are waiting for a response from the U.S. Army Corps of Engineers regarding the \$600,000 contribution from local sponsors. Mr. Phillips also reported that the levees on the County of Monterey side will be inspected by the Corps and that a formal letter will not be received for about a month.

7. ADMINISTRATION

A. Staff Working Group Meeting Notes

The Staff Working Group Meeting Notes for the meeting of July 16, 2008 and August 20, 2008 were enclosed for the Board's information.

B. Legislative Outreach Report

Director Calcagno gave reported that the August 14, 2008 Legislative meeting which was held at the Conference Room of the Ausonio Library in Castroville was well attended by our local legislative representatives. There was a review of the accomplishments of the Authority, on the levees and the Lower San Benito River Project.

Director Bettencourt stated that the Authority's united front impressed the legislative representatives.

Director Calcagno directed staff to call a special meeting to review the EIR document with the legislative representatives and the U.S. Army Corps of Engineers before the document goes public.

9. CORRESPONDENCE AND ANNOUNCEMENT

A. Oral

None

B. Written

1. Enclosed was the letter from Monterey County Water Resources Agency and the Santa Cruz County & Water Conservation District to Lt. Col. Laurence M. Farrell, U.S. Army Corps of Engineers welcoming him to the San Francisco District Office.

10. ADJOURN

The meeting was adjourned at 9:29 a.m.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

Consent Item 6.B
Page 9

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

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

September 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 August 1 through August 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 November 7, 2008.

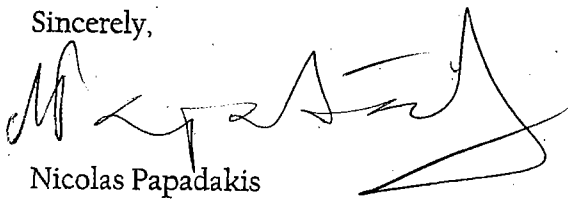
Work Element 530 - Agency Administration

Executive Coordinator	11.5 hours @ \$ 246.03	\$ 2,829.35
Associate Planner	0 hours @ \$ 112.66	\$ -
Management Assistant	41 hours @ \$ 79.01	\$ 3,239.41
	Subtotal	<u>\$ 6,068.76</u>

* Rates approved by the board on 09/05/08.

Total now due: \$ 6,068.76

Sincerely,



Nicolas Papadakis
Executive Coordinator

Attachments

Regional Analysis and Planning Services
(RAPS)
 Invoice for PRWFPA
 July 1-July 31, 2008

Position Title	Rate/hr	Total Hours	Personnel Cost	Overhead Cost	Total Cost
Executive Coordinator			135.42	110.61	246.03
Project 530 Admin		11.50	1,557.33	1,272.02	2,829.35
Subtotal		11.50	1,557.33	1,272.02	2,829.35
Associate Planner		-	62.01	50.65	112.66
Project 530 Admin		-	-	-	-
Subtotal		-	-	-	-
Management Assistant			43.49	35.52	79.01
Project 530 Admin		41.00	1,783.09	1,456.32	3,239.41
Subtotal		41.00	1,783.09	1,456.32	3,239.41
Total		52.50	3,340.42	2,728.34	6,068.76

Tasks Completed:

Executive Coordinator:

- WE 530: SWG agenda preparation and meeting attendance (8/20)
- Legislative meeting attendance; Board agenda preparation

Administrative Assistant:

- WE 530: SWG agenda preparation, distribution and meeting attendance (8/20)
- Legislative meeting preparation & attendance
- Board agenda preparation & distribution

Regional Analysis and Planning Services
Status of WE 530
Year-to-Date vs Budget
FY2008/09

	<u>WE 530 Admin</u>	<u>TOTAL</u>
Budget*	\$ 40,000.00	\$ 40,000.00
Amount Spent:		
July, 2008	\$ 1,993.25	\$ 38,006.75
August, 2008	\$ 6,068.76	\$ 31,938.00
September, 2008	\$ -	\$ -
October, 2008	\$ -	\$ -
November, 2008	\$ -	\$ -
December, 2008	\$ -	\$ -
January, 2009	\$ -	\$ -
February, 2009	\$ -	\$ -
March, 2009	\$ -	\$ -
April, 2009	\$ -	\$ -
May, 2009	\$ -	\$ -
June, 2009	\$ -	\$ -
Subtotal	<u>\$ 8,062.01</u>	<u>\$ 31,938.00</u>
Balance Available		<u>\$ 31,938.00</u>

* Approved by the board on 09/05/08.

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

October 8, 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 September 1 through September 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 November 7, 2008.

Work Element 530 - Agency Administration

Executive Coordinator	5 hours @ \$ 246.03	\$ 1,230.15
Associate Planner	0 hours @ \$ 112.66	\$ -
Management Assistant	18 hours @ \$ 79.01	\$ 1,422.18
	Subtotal	<u>\$ 2,652.33</u>

* Rates approved by the board on 09/05/08.

Total now due: \$ 2,652.33

Sincerely,

Nicolas Papadakis
Executive Coordinator

Attachments

Regional Analysis and Planning Services
(RAPS)

Invoice for PRWFPA
September 1-September 30, 2008

Position Title	Total Hours	Personnel Cost	Overhead Cost	Total Cost
Executive Coordinator Rate/hr		135.42	110.61	246.03
Project 530 Admin	5.00	677.10	553.05	1,230.15
Subtotal	5.00	677.10	553.05	1,230.15
Associate Planner Rate/hr	-	62.01	50.65	112.66
Project 530 Admin	-	-	-	-
Subtotal	-	-	-	-
Management Assistant Rate/hr		43.49	35.52	79.01
Project 530 Admin	18.00	782.82	639.36	1,422.18
Subtotal	18.00	782.82	639.36	1,422.18
Total	23.00	1,459.92	1,192.41	2,652.33

Tasks Completed:

Executive Coordinator:

WE 530: SWG agenda preparation
FPA BOD meeting attendance (9/5)

Management Assistant:

WE 530: SWG agenda preparation, distribution and meeting attendance (9/17)
FPA BOD meeting attendance (9/5)
Grant guidelines distribution

Regional Analysis and Planning Services
Status of WE 530
Year-to-Date vs Budget
FY2008/09

	<u>WE 530 Admin</u>	<u>TOTAL</u>
Budget*	\$ 40,000.00	\$ 40,000.00
Amount Spent:		
July, 2008	\$ 1,993.25	\$ 38,006.75
August, 2008	\$ 6,068.76	\$ 31,938.00
September, 2008	\$ 2,652.33	\$ 29,285.67
October, 2008	\$ -	\$ -
November, 2008	\$ -	\$ -
December, 2008	\$ -	\$ -
January, 2009	\$ -	\$ -
February, 2009	\$ -	\$ -
March, 2009	\$ -	\$ -
April, 2009	\$ -	\$ -
May, 2009	\$ -	\$ -
June, 2009	\$ -	\$ -
Subtotal	<u>\$ 10,714.34</u>	<u>\$ 29,285.67</u>
Balance Available		<u>\$ 29,285.67</u>

* Approved by the board on 09/05/08.

Gutierrez Consultants

SEP 11 2008

September 9, 2008

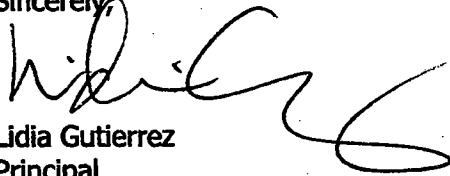
Mr. Nick Papadakis, Executive Director
Association of Monterey Bay Area Governments
Post Office Box 809
Marina, CA 93933-0809

Dear Nick,

Attached is an invoice from Gutierrez Consultants for professional services provided from August 4, 2008 through August 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 \$4,640 and the budget remaining is \$198,343.

Sincerely,



Lidia Gutierrez
Principal

PO# _____	Check # _____
Rec'd by _____	Math Rec By <u>C.O.</u>
PM Appr _____	Adm Appr <u>AC</u>
ED Appr _____	Acct Code <u>5300.02</u>

Consent Item 6.C

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Gutierrez Consultants

5000 Lilac Ridge Road
San Ramon, CA 94582

Date	Invoice #
9/9/2008	131

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	27	Prepare Leg Conf presentation; participate in conference call reviewing and editing presentation; prepare for and attend Leg Conference; prepare for and attend Staff Working Group meeting; prepare SWG meeting minutes; revise grant timeline	165.00	4,455.00
Reimb Group		Fuel: 8/14/08 FPA Leg Conference	44.37	44.37
		Rental: 8/14/08 Leg Conference	52.83	52.83
		Fuel: 8/20/08 SWG Meeting	26.24	26.24
		Rental: 8/20/08 SWG Meeting	45.46	45.46
		Total Reimbursable Expenses		168.90
		Markup	10.00%	16.89
		Total Reimbursable Expenses		185.79
			Total	\$4,640.79

Invoice Budget Summary
for
Soap Lake Preservation Project

Task	Budget	Job-to-Date 8/4/08- 8/31/08	Budget Remaining
Task 1: Program Administration			
Subtask 1.1 Grant Agreement	\$8,580	\$8,580	\$0
Subtask 1.2 (a) Grant Guidelines	\$31,680	\$24,750	\$4,455
Subtask 1.2 (b) Develop RFP	\$23,100	\$0	\$0
Subtask 1.3 Open Enrollment RFP	\$18,480	\$0	\$0
Subtask 1.4 Review Proposals	\$29,040	\$0	\$0
Subtask 1.5 Grant Recommendations	\$10,560	\$0	\$0
Subtask 1.6 Grant Agreements	\$6,600	\$0	\$0
Subtask 1.7 Easement Provisions	\$6,600	\$0	\$0
Subtask 1.8 Public Outreach Program	\$11,880	\$9,405	\$0
Subtask 1.9 Partner Facilitation	\$23,760	\$1,651	\$0
Subtotal	\$170,280	\$44,386	\$4,455
Task 3: Land / Easement Acquisition			
Subtask 3.1 Land Owner Outreach	\$3,960	\$0	\$0
Subtask 3.2 Obtaining Land/Ease.	\$3,960	\$0	\$0
Subtask 3.3 Annual Monitoring	\$3,960	\$0	\$0
Subtask 3.4 Ag Mitigation Bank	\$0	\$0	\$0
Subtotal	\$11,880	\$0	\$0
Task 6: Other Tasks			
Subtask 6.1: Program Eval/Monitor	\$26,400	\$0	\$0
Subtask 6.2: Site Visits	\$6,600	\$0	\$0
Subtask 6.3: Compliance / Reporting	\$19,800	\$0	\$0
Subtotal	\$52,800	\$0	\$0
Other Direct Charges	\$14,300	\$1,890	\$186
Total	\$249,260	\$46,276	\$4,641

FPA

>>Return<< RA Document 594100161
RESERVATION # 47414615-US-3F
CAR# 0 8 5 4 8 5 6 2 Car Group E
RED PONT VIB2 4DR CA 6DZY992

Rate	2A/E	2	DY	0	HR	=	
	194	MI	@		.00	=	
	0	HR	@		25.50	=	
	2	DY	@		50.99	=	101.98
	0	WK	@		254.95	=	
2A/E	200	FM					
Discount		5.0%				=	5.10
Subtotal						=	96.88
Tax	8.250%					+ =	7.99
Total Charges						=	104.87
AMOUNT DUE			CV		USD	=	104.87

GUTIERREZ, LIDIA

WIZ# = W3G88Z AWD# = A278200

Out SAN RAMON CA F13AUG08/0840
In SAN RAMON CA 15AUG08/0900
Miles-Out 5019 Miles-In 5413
Miles Driven 394 Fuel In 8/8
Method of pay = CLUB
VISA XXXXXXXXXXXX9270

1/2 = \$52.43

The amount that appears in "Amount Due" has been billed to your VISA Card.
All charges are subject to audit and change if any errors are found.
For local inquiries call 925-362-8673. Thank you for renting from Avis.

CA0A/2AA9/08228/12:00/0

THANK YOU-COME AGAIN
TO VALERO
CORNER STORE
VALERO.COM

0000000000-000

DATE 08/14/08
TIME 10:12 AM
AUTH# 064268

VISA

PUMP PRODUCT PPG
03 UNLD \$4.049

GALLONS TOTAL
18.958 \$44.37

Store #3728
11775 Meritt Street

FPA

>>Return<< RA Document 594101281
CAR# 05563832 Car Group G
SIL FORD E350 VAN CA 6EAY059

Rate PU/G	2 DY	0 HR	=	
0 MI @		17.51	=	
0 HR @		35.00	=	
2 DY @		299.99	=	70.00
0 WK @			=	
PU/G	434FM			
TIME & MILEAGE				70.00
Subtotal				83.99
Tax 8.250%			+	6.93
Total Charges				90.92
AMOUNT DUE	CV	USD		90.92

GUTIERREZ, LIDIA

WIZ# = W3G88Z AWD# = A278200

Out SAN RAMON CA 19AUG08/0841
In SAN RAMON CA 21AUG08/0822
Miles-Out 6188 Miles-In 6189
Miles Driven 434 Fuel In 8/8
Method of pay = CLUB
VISA XXXXXXXXXXXX9270

The amount that appears in "Amount Due" has been billed to your VISA Card.
All charges are subject to audit and change if any errors are found.
For local inquiries call 925-362-8673. Thank you for renting from Avis.

CA08/2AA9/08234/11:22/0

Leavesley Chevron
401 Leavesley Rd
Gilroy Ca. 95020, Ca
STN 00090049

08/20/08 09:25:19

E/VISA
XXXXXXXXXXXX9270
Invoice# 4948695
Auth# 056755

Pump#: 7
6.629 6 @ \$ 3.959
Unle/Self \$ 26.24

Total \$ 26.24

Tell us about
your shopping
experience by
logging onto
Survey.Chevron.com

THANK YOU FOR YOUR
BUSINESS
PLEASE COME AGAIN

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