

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

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

Watsonville Civic Plaza
275 Main Street, 4th Floor
6th Floor Parking
Watsonville, California

January 9, 2009

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 2009 ELECT
7. CONSENT AGENDA RECOMMEND APPROVAL
 - A. **Minutes of the November 7, 2008 Meeting**

The minutes of the November 7, 2008 Board meeting are enclosed. **Recommend approval.** (Page 5)
 - B. **Approval of Payment to RAPS, Inc. for October and November 2008**

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

C. Approval of Payment to Gutierrez Consultants for September, October and November 2008

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

8. ADMINISTRATION

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

Meeting notes from the November 19, and December 17, 2008 Staff Working Group meetings are **enclosed.** (Page 31)

B. Schedule of Meetings for 2009 **APPROVE**

The schedule of meetings for 2009 is **enclosed.** (Page 35)

C. FY 2008/09 Contract Extension with RAPS, Inc. **APPROVE**

Enclosed is a proposed contract with Regional Analysis & Planning Services Inc. in the amount not to exceed \$55,000 to provide administrative services to the Pajaro River Watershed Flood Prevention Authority for the period January 1 to July 31, 2008. (Page 37)

D. Gutierrez Consultants Rate Change **ACCEPT**

Gutierrez Consultants has raised their billing rate from \$165 to \$175. The new rate has no affect on the budget. The rate schedule for Gutierrez Consultants is **enclosed.** (Page 41)

E. Budget Amendment No. 2 **APPROVE**

The proposed FY 2008/09 Agency Budget Amendment No. 2 is **enclosed.** (Page 43)

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

The FY 2007/08 Agency audit has been previously forwarded to the Board.

G. Legislative Outreach **ACCEPT**

Receive oral report. (Laclergue/Phillips)

9. PLANNING

A. Soap Lake Preservation Project

ACCEPT

Accept oral report. Enclosed is an open enrollment letter (Gutierrez). (Page 45)

B. Lower Pajaro River Project

ACCEPT

Accept oral report. (Laclergue)

10. CORRESPONDENCE AND ANNOUNCEMENTS

A. Oral

None.

B. Written

None.

11. ADJOURNMENT

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

November 7, 2008

1. CALL TO ORDER

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Vice Chair Campos presiding, convened at 9:08 a.m. on Friday, November 7, 2008 at the Gilroy 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: Carol Presley and Scott Wilson, SCVWD; Bill Phillips, MCWRA; Lidia Gutierrez; Gutierrez Consultants; Clara Spaulding, Santa Clara County; 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 Marcus announced that he will not run for re-election and that this would be his last meeting.

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

There were no oral communications from the public.

6. CONSENT AGENDA

A. Minutes of the September 5, 2008 Meeting

Minutes for the September 5, 2008 Board of Directors meeting were enclosed for the Board's approval.

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

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

C. Approval of Payment to Gutierrez Consultants for August 2008

Invoice for services rendered by Gutierrez Consultants in August 2008 were enclosed. The Staff Working Group recommended approval.

D. Downey/Brand Invoice

Enclosed was an invoice for Downey/Brand in the amount of \$1,774.50.

Director Skillicorn requested that the minutes of the September 5, 2008 be changed to reflect that he was in attendance.

Motion made by Director Gage, seconded by Director Skillicorn to approve the Consent Agenda. Motion passed with a correction to item 6.A.

7. ADMINISTRATION

A. Staff Working Group Meeting Notes

The Staff Working Group Meeting Notes for the meeting of September 17 and October 15, 2008 were enclosed for the Board's information.

B. Proposed Meeting Date Change

The Executive Coordinator proposed that the January 2, 2008 Board of Directors meeting be changed to January 9, 2008 due to the fact that it falls the day after New Year's Day.

Motion made by Director Gage, seconded by Director Skillicorn to approve the date change. Motion passed unanimously.

C. Cash Reserve

The Executive Coordinator recommended to the Board that they consider transferring \$150,000 from the checking account to the State of California Local Agency Investment Fund or in a Federal Deposit Insurance Corporation to earn more interest.

Arleicka Conley, Director of Finance and Administration, stated that no money could be transferred without the Board of Directors approval.

Motion made by Director Gage, seconded by Director Skillicorn to transfer \$150,000 to the State of California Local Agency Investment Fund. Motion passed unanimously.

D. FY 2008/09 Budget Amendment No. 1

The Executive Coordinator reviewed the FY 2008/09 Budget Amendment No. 1 which included \$2600 for registration fees, hotel fees and travel expenses for three Staff Working Group members to attend the 2nd Annual Conservation Easements Conference in San Francisco.

Motion made by Director Gage, seconded by Director Marcus to approve the FY 2008/09 Budget Amendment No. 1. Motion passed unanimously.

E. Contract with RAPS, Inc.

The Executive Coordinator reported that at the July Board of Directors meeting the Board was given a six month contract with RAPS, Inc. and an option to direct staff to send out an RFP to administer the Authority. By consensus, the Board approved the contract and directed staff not to send out RFP's.

The Executive Coordinator stated that in the January 9, 2009 Board of Directors agenda a six month contract extension for RAPS, Inc. to continue to provide administrative services to the Authority will be included.

F. FY 2007/08 Agency Audit

Lisa McGrath, Moss Levy & Hartzheim LLP reviewed the FY 2007/08 Agency Audit. Ms. McGrath will provide the final FY 2007/08 to RAPS, Inc. in order to be sent out to the Board.

This item will be placed on the January 9, 2008 Board agenda for further discussion.

G. Legislative Outreach

Bill Phillips, MCWRA reported on the State and Federal funding initiatives.

Mr. Phillips stated that they are continuing to work with DWR to seek additional funds for the Lower Levee Project and will continue looking for potential funding from the State through Propositions 84 and 1E. Federal initiatives include discussing FY 09/10 funding capabilities with Congressman Sam Farr's office and the U.S. Army Corps of Engineers. Mr. Phillips added that he would return at a future Board meeting with this item seeking support from the Congressional representatives as the new federal budget unfolds.

8. PLANNING

A. Soap Lake Preservation Project

Lidia Gutierrez, Gutierrez Consultants reported that PVWMA signed the contract agreement and returned it to DWR for their signature. Ms. Gutierrez added that as soon as the contract is returned the Authority can start the process of reimbursement for expenses incurred since January 2, 2007.

Ms. Gutierrez stated that an RFP for the Soap Lake Grant Program have been sent out and no applications were received, as a result the program will revert to an open enrollment process.

B. Lower Pajaro River Project

Bill Phillips reported that a meeting was held at the National Marine Fisheries to meet with the U.S. Army Corps of Engineers to discuss the Lower Pajaro River Project. The point of the meeting was to get the resources agencies to understand that the local sponsors want the Corps to stay on schedule. A request was made to the National Marine Fisheries to issue a letter to the Corps clarifying what would be a permitted project based on the existing alternatives that the Corps has developed. Brief discussion followed.

9. CORRESPONDENCE AND ANNOUNCEMENT

A. Oral

The Executive Coordinator announced that this would be his last meeting and thanked the Board for their guidance these past eight years.

Director Campos invited Nick Papadakis to return to the January 9, 2009 meeting for a proper farewell and introduction of the new Executive Coordinator.

B. Written

None

10. ADJOURN

The meeting was adjourned at 10:12 a.m.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

Consent Item 7.B

Page 9

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

November 19, 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 October 1 through October 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 January 9, 2009.

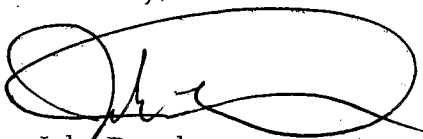
Work Element 530 - Agency Administration

Executive Coordinator	3 hours @ \$ 246.03	\$ 738.09
Associate Planner	0 hours @ \$ 112.66	\$ -
Management Assistant	14 hours @ \$ 79.01	\$ 1,106.14
	Subtotal	<u>\$ 1,844.23</u>

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

Total now due: \$ 1,844.23

Sincerely,



John Doughty
Executive Coordinator

Attachments

Regional Analysis and Planning Services
(RAPS)

Invoice for PRWFPA
October 1-October 31, 2008

Position Title	Total Hours	Personnel Cost	Overhead Cost	Total Cost
Executive Coordinator Rate/hr		135.42	110.61	246.03
Project 530 Admin	3.00	406.26	331.83	738.09
Subtotal	3.00	406.26	331.83	738.09
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	14.00	608.86	497.28	1,106.14
Subtotal	14.00	608.86	497.28	1,106.14
Total	17.00	1,015.12	829.11	1,844.23

Tasks Completed:

Executive Coordinator:

- WE 530: SWG agenda preparation
- FPA BOD agenda preparation

Management Assistant:

- WE 530: SWG agenda preparation, distribution and meeting attendance (10/15)
- FPA BOD Mtg. agenda preparation & distribution
- Web Maintenance

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	\$ 1,844.23	\$ 27,441.44
November, 2008	\$ -	\$ -
December, 2008	\$ -	\$ -
January, 2009	\$ -	\$ -
February, 2009	\$ -	\$ -
March, 2009	\$ -	\$ -
April, 2009	\$ -	\$ -
May, 2009	\$ -	\$ -
June, 2009	\$ -	\$ -
Subtotal	<u>\$ 12,558.57</u>	<u>\$ 27,441.44</u>
Balance Available		<u>\$ 27,441.44</u>

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

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

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

November 30, 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 November 1 through November 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 January 9, 2009.

Work Element 530 - Agency Administration

Executive Coordinator	6.5 hours @	\$ 246.03	\$ 1,599.20
Associate Planner	0 hours @	\$ 112.66	\$ -
Management Assistant	12.5 hours @	\$ 79.01	\$ 987.63
		Subtotal	<u>\$ 2,586.82</u>

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

Total now due: \$ 2,586.82

Sincerely,



John Doughty
Executive Coordinator

Attachments

Regional Analysis and Planning Services
(RAPS)

Invoice for PRWFPA
November 1-November 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	6.50	880.23	718.97	1,599.20
Subtotal	6.50	880.23	718.97	1,599.20
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	12.50	543.63	444.00	987.63
Subtotal	12.50	543.63	444.00	987.63
Total	19.00	1,423.86	1,162.97	2,586.82

Tasks Completed:

Executive Coordinator:

WE 530: FPA BOD Mtg. attendance (11/7)
SWG agenda preparation & attendance (11/19)

Management Assistant:

WE 530: FPA BOD Mtg. attendance (11/7)
SWG agenda preparation, distribution and meeting attendance (11/19)

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

	<u>WE 530 Admin</u>	<u>Remaining</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	\$ 1,844.23	\$ 27,441.44
November, 2008	\$ 2,586.82	\$ 24,854.62
December, 2008	\$ -	\$ -
January, 2009	\$ -	\$ -
February, 2009	\$ -	\$ -
March, 2009	\$ -	\$ -
April, 2009	\$ -	\$ -
May, 2009	\$ -	\$ -
June, 2009	\$ -	\$ -
Subtotal	<u>\$ 15,145.39</u>	<u>\$ 24,854.62</u>
Balance Available		<u>\$ 24,854.62</u>

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

October 19, 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 September 1, 2008 through September 30, 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 \$2,309 and the budget remaining is \$196,034.

Sincerely,

Lidia Gutierrez
Principal

Invoice

Date	Invoice #
10/19/2008	136

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	5	Prepare for and attend Board Meeting	165.00	825.00
FPA Subtask 1.2b Develop RFP	8	Draft RFP Letter; prepare for and attend Staff Working Group meeting; respond to questions regarding grant program	165.00	1,320.00
Reimb Group		Rental: 9/5/08 Board Meeting	47.29	47.29
		Fuel: 9/5/08 Board Meeting	31.28	31.28
		Rental: 9/17 Staff Working Group meeting	43.18	43.18
		Fuel: 9/17 Staff Working Group meeting	27.70	27.70
		Total Reimbursable Expenses		149.45
		Markup	10.00%	14.95
		Total Reimbursable Expenses		164.40
Total				\$2,309.40

