

# **Pajaro River Watershed Flood Prevention Authority Board of Directors Agenda**

**c/o RAPS, Inc.**  
P.O. Box 2453  
Seaside, CA 93955  
(831) 883-3750

**PRWFPA Chair – John Baillie**  
**PRWFPA Vice Chair – Nancy Bilicich**

**DATE: April 1, 2022**

**TIME: 9:00 AM**

**Meeting Via Zoom Webinar**

Please click the link below to join the  
webinar: <https://zoom.us/j/94565080424>

Or Telephone:

Dial: +1 669 900 6833

Webinar ID: 945 6508 0424

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**On September 16, 2021, Governor Newsom signed AB 361 into law. The provisions enacted by AB 361 provide flexibility to meet remotely during a proclaimed emergency and will sunset on January 1, 2024. The PRWFPA Board of Directors meeting will be conducted via Zoom Webinar. The PRWFPA Board of Directors will participate in the meeting from individual remote locations.**

**Members of the public will need to attend the meeting remotely via Zoom Webinar. We apologize in advance for any technical difficulties.**

**Persons who wish to address the PRWFPA Board of Directors on an item to be considered at this meeting are encouraged to submit comments in writing at [info@ambag.org](mailto:info@ambag.org) by 5:00 PM, Thursday, March 31, 2022. The subject line should read “Public Comment for the April 1, 2022 Board of Directors Meeting”. The agency clerk will read up to 3 minutes of any public comment submitted.**

**If you have any questions, please contact Ana Flores, Senior Executive Assistant at [aflores@ambag.org](mailto:aflores@ambag.org) or at 831-883-3750.**

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- 1. CALL TO ORDER**
  
- 2. ROLL CALL**

3. **Resolution in Accordance with AB 361 regarding the Ralph M. Brown Act and Finding of Imminent Risk to Health and Safety of In-Person Meetings as a Result of the Continuing COVID-19 Pandemic State of Emergency Declared by Governor Newsom**  
**Recommended Action: ADOPT**

- Maura Twomey, Executive Coordinator

Adopt a resolution in accordance with AB 361 regarding the Ralph M. Brown Act and finding of imminent risk to health and safety of in-person meetings as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom.  
(Page 5)

4. **ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**  
**(A maximum of three minutes on any subject not on the agenda)**

5. **ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA**

6. **CONSENT AGENDA**

**Recommended Action: APPROVE**

**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.

- A. **Minutes of the February 4, 2022 Board of Directors Meeting**

- Ana Flores, RAPS, Inc.

Approve the minutes of the February 4, 2022 Board of Directors meeting. (Page 7)

- B. **Approval of Payment to Gutierrez Consultants**

- Lidia Gutierrez, Gutierrez Consultants

Approve the January 2022 and February 2022 invoices for services rendered by Gutierrez Consultants. (Page 11)

- C. **Approval of Payment to RAPS, Inc.**

- Maura Twomey, RAPS, Inc.

Approve the January 2022 and February 2022 invoices for services rendered by RAPS, Inc. (Page 15)

- D. **Approval of Payment to ABC Law**

- Maura Twomey, RAPS, Inc.

Approve the invoice for services rendered in January 2022 by ABC Law. (Page 21)

**E. PRWFPA Banking and Signature Authorizations**

- Errol Osteraa, RAPS, Inc.

Approve the attached letter to Rabobank updating check signing authority for PRWFPA's bank accounts. (Page 23)

**F. Financial Update Report**

- Errol Osteraa, RAPS, Inc.

Accept the financial update report which provides an update on PRWFPA's current financial position and accompanying financial statements. (Page 27)

**7. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND POSSIBLE ACTION**

**8. PLANNING**

**A. Pajaro River Flood Risk Reduction Project Update**

**Recommended Action: INFORMATION**

- Mark Strudley, County of Santa Cruz

Receive an update on the Pajaro River Flood Risk Reduction Project.

**9. OTHER BUSINESS**

**10. ADJOURN**

**REFERENCE ITEMS:**

- A. Acronym Guide (Page 35)
- B. 2022 Calendar of Meetings (Page 37)

**NEXT BOARD OF DIRECTORS MEETING:**

**Date:** June 3, 2022  
**Location:** Watsonville Civic Center Plaza Building  
Council Chambers  
275 Main Street  
Watsonville, CA 95076  
**Time:** 9:00 AM

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 Ana Flores at 831-883-3750, or by email [aflores@ambag.org](mailto:aflores@ambag.org), at least 48 hours prior to the meeting date.

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**A RESOLUTION  
OF THE PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY BOARD OF DIRECTORS  
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF PRWFPA LEGISLATIVE BODIES PURSUANT  
TO THE RALPH M. BROWN ACT AND FINDING OF IMMINENT RISK TO HEALTH AND SAFETY OF IN-  
PERSON MEETINGS AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF  
EMERGENCY DECLARED BY GOVERNOR NEWSOM**

**WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government code Section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 which provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act, provided that a State of Emergency is declared by the Governor pursuant to Government Code section 8625, and either state or local officials have imposed or recommended measures to promote social distancing, or the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

**WHEREAS**, the State of Emergency proclaimed by the Governor on March 4, 2020, remains in effect; and,

**WHEREAS**, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta and Omicron variants of COVID-19, currently the dominant strains of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

**WHEREAS**, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

**WHEREAS**, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

**WHEREAS**, Monterey County, San Benito County, Santa Cruz County, and Santa Clara County currently have a Community Transmission metric of “low” which is the least serious of the tiers; and,

**WHEREAS**, due to the current pandemic situation, the CDC recommends that all persons, regardless of vaccination status, wear a mask based on your personal preference, informed by your personal level of

risk. The public may choose to wear a mask or respirator that offers greater protection in certain situations, such as when you are with people at higher risk for severe illness, or if you are at higher risk for severe illness; and

**WHEREAS**, the Board of Directors for the Pajaro River Watershed Flood Prevention Authority (PRWFPA) is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

**WHEREAS**, PRWFPA has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of PRWFPA's various legislative bodies subject to the Brown Act; and,

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the PRWFPA Board of Directors deems it necessary to find that meeting in person for meetings of all PRWFPA related legislative bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivision (e) of Government Code section 54953; and

**WHEREAS**, all teleconferenced meetings of PRWFPA related legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Pajaro River Watershed Flood Prevention Authority does hereby approve as follows:

1. The Board of Directors finds that meeting in person for meetings of all PRWFPA related legislative bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees.
2. This finding applies to all PRWFPA related legislative bodies subject to the Brown Act, including but not limited to, the Staff Working Group and any other standing committees.
3. If the Board of Directors desires to continue holding meetings by teleconference consistently with Government Code section 54953(c), it shall make the additional findings required by Government Code section 54953(c)(3).
4. The PRWFPA Executive Coordinator and PRWFPA Counsel are directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

**PASSED AND ADOPTED** this 1st day of April 2022.

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John Baillie, Chair

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Maura F. Twomey, Executive Coordinator

**DRAFT**  
**MINUTES OF THE PROCEEDINGS**  
**OF THE BOARD OF DIRECTORS OF THE**  
**PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY**

February 4, 2022

**1. CALL TO ORDER**

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Bilicich presiding, convened via Conference Call at 9:00 a.m. on Friday, February 4, 2022.

**2. ROLL CALL**

<b>Members – Board of Directors</b>	<b>Representative</b>	<b>Present</b>	<b>Absent</b>
County of San Benito	Supervisor Kollin Kosmicki		X
County of Santa Cruz	Supervisor Greg Caput	X	
County of Monterey	Supervisor John Phillips	X	
County of Santa Clara	Supervisor Mike Wasserman	X	
Monterey County Water Resources Agency	Director John Baillie	X	
San Benito County Water District	Director Sonny Flores	X	
Santa Clara Valley Water District	Director Richard Santos	X	
Zone 7 Flood Control District	Director Nancy Bilicich	X	
City of Gilroy (Associate Member)	Vacant	n/a	n/a
City of Hollister (Associate Member)	Vacant	n/a	n/a
City of Morgan Hill (Associate Member)	Rene Spring		X

**Others Present:** Alexander Home, Moss Levy & Hartzheim, LLP; Lidia Gutierrez, Gutierrez Consultants; Mark Strudley, Antonella Gentile, County of Santa Cruz; Maura Twomey, Cynthia Pina, and Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

**3. Resolution in Accordance with AB 361 regarding the Ralph M. Brown Act and Finding of Imminent Risk to Health and Safety of In-Person Meetings as a Result of the Continuing COVID-19 Pandemic State of Emergency Declared by Governor Newsom**

The Resolution 2022-1 was adopted.

**Motion made by Director Wasserman, seconded by Director Caput to adopt Resolution 2022-1. Motion passed unanimously.**

**4. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

There were no written or oral comments.

**5. ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA**

There were no oral communications from the Board of Directors.

## **6. ELECTION OF OFFICERS FOR 2022**

Director Baillie was nominated as Chair of the Authority.

Director Bilicich was nominated as Vice Chair of the Authority.

**Motion made by Director Wasserman, seconded by Director Santos to elect Director Baillie as Chair and Director Bilicich as the Vice Chair of the Authority. Motion passed unanimously.**

Director Bilicich passed the gavel to Director Baillie incoming Chair.

## **7. PRESENTATIONS**

### **A. Draft Audited Financial Statements for Fiscal Year (FY) 2020-2021**

Alexander Hom, CPA, Moss Levy & Hartzheim, LLP, presented the draft audited financial statements for FY 2020-2021. Mr. Hom reported that the Authority received an unmodified clean opinion and there were no findings.

## **8. CONSENT**

### **A. Minutes of the September 10, 2021 Board of Directors Meeting**

The minutes of the September 10, 2021 Board of Directors meeting were approved.

### **B. Minutes of the September 29, 2021 Board of Directors Meeting**

The minutes of the September 29, 2021 Board of Directors meeting were approved.

### **C. 2022 Calendar of Meetings**

The 2022 calendar of meetings was approved.

### **D. Approval of Payment to Gutierrez Consultants**

The invoices for services rendered by Gutierrez Consultants from August 2021- December 2021 were approved.

### **E. Approval of Payment to RAPS, Inc.**

The invoices for services rendered by RAPS, Inc. from August 2021 – December 2021 were approved.

### **F. Approval of Payment to ABC Law**

The June 2021 – December 2021 ABC Law invoices were approved.



**G. Approval of Payment to the Wallace Group**

The July 2021 – September 2021 invoices were approved.

**H. Financial Update Report**

The financial update report was accepted.

**Motion made by Director Wasserman, seconded by Director Phillips to approve the consent agenda. Motion passed unanimously.**

**9. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND POSSIBLE ACTION**

None.

**10. PLANNING**

**A. Pajaro River Flood Risk Reduction Project Update**

Mark Strudley, County of Santa Cruz gave an update on the Pajaro River Flood Risk Reduction Project and the Pajaro Regional Flood Management Agency.

**11. OTHER BUSINESS**

None.

**12. ADJOURNMENT**

The meeting adjourned at 9:22 a.m.

**DRAFT**  
**PRWFPA BOARD OF DIRECTORS MEETING ATTENDANCE & VOTING RECORD**

**BOARD MEETING DATE: February 4, 2022**

<b>Attendance (X= Present; AB= Absent)    Voting (Y= Yes; N=No; A=Abstain)</b>					
<b>MEMBER</b>	<b>PRWFPA REP</b>	<b>Attendance</b>	<b>Item 3</b>	<b>Item 6</b>	<b>Item# 8</b>
County of Monterey	John Phillips	X	Y	Y	Y
County of San Benito	Kollin Kosmicki	AB	N/A	N/A	N/A
County of Santa Clara	Mike Wasserman	X	Y	Y	Y
County of Santa Cruz	Greg Caput	X	Y	Y	Y
Monterey County Water Resources Agency	John Baillie	X	Y	Y	Y
San Benito County Water District	Sonny Flores	X	Y	Y	Y
Santa Clara Valley Water District	Richard Santos	X	Y	Y	Y
Zone 7 Flood Control	Nancy Bilicich	X	Y	Y	Y
			<b>Associate Members (Non-Voting Members)</b>		
City of Gilroy (Associate Member)	Vacant	n/a			
City of Hollister (Associate Member)	Vacant	n/a			
City of Morgan Hill (Associate Member)	Rene Spring	AB			

(\* = Board Members that arrived late, therefore, did not vote on the item. Please refer the minutes)



## Gutierrez Consultants

February 24, 2022

Ms. Maura Twomey, Executive Director  
Pajaro River Watershed FPA  
Post Office Box 2453  
Seaside, CA 93955-2453

Dear Maura:

Attached is an invoice from Gutierrez Consultants for professional services provided from January 1, 2022 through January 31, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$1,129.50 and the balance remaining is \$60,211.50.

Sincerely,

Lidia Gutierrez  
Principal

*Integrated Planning and Funding Solutions*

5000 Lilac Ridge Road  
118 Diablo Ranch Court  
San Ramon, CA 94582  
Danville, CA 94506  
925.766.3294  
925.766.5294

Gutierrez Consultants  
118 Diablo Ranch Court  
Danville, CA 94506

# Invoice

Bill To:
Pajaro River Watershed FPA PO Box 2453 Seaside, CA 93955-2453

Date	Invoice No.	Project	Service Period
02/24/22	1662		1/1/22-1/31/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in January 18, 2022 SWG meeting (call); review FMPRA grant letter of support requirements; review and edit FPA Audit Management's Discussion and Analysis text; review TNC proposed sale documents and grant agreement requirements for sale with encumbered easement	4.5	251.00	1,129.50
			Total	\$1,129.50



## Gutierrez Consultants

March 9, 2022

Ms. Maura Twomey, Executive Director  
Pajaro River Watershed FPA  
Post Office Box 2453  
Seaside, CA 93955-2453

Dear Maura:

Attached is an invoice from Gutierrez Consultants for professional services provided from February 1, 2022 through February 28, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$502.00 and the balance remaining is \$59,709.50.

Sincerely,

Lidia Gutierrez  
Principal

*Integrated Planning and Funding Solutions*

5000 Lilac Ridge Road  
118 Diablo Ranch Court  
San Ramon, CA 94582  
Danville, CA 94506  
925.766.5294  
925.766.5294

Gutierrez Consultants  
118 Diablo Ranch Court  
Danville, CA 94506

# Invoice

Bill To:
Pajaro River Watershed FPA PO Box 2453 Seaside, CA 93955-2453

Date	Invoice No.	Project	Service Period
03/08/22	1666		2/1/22-2/28/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in February 4, 2022 Board of Director's meeting (virtual); prepare and submit Form 700	2	251.00	502.00
			Total	\$502.00

## REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

PO Box 2453  
Seaside, CA 93955-2453

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

January 31, 2022

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, July 6, 2007, June 27, 2008, January 9, 2009, May 1, 2009,  
June 4, 2010, May 6, 2011, May 4, 2012, May 3, 2013, June 6, 2014, June 30, 2015, June 3, 2016, June 30,  
2017, June 1, 2018, June 7, 2020, June 5, 2020, **and June 4, 2021.**

This letter is our billing for services rendered in the period **January 1 through January 31, 2022.**

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 **April 1, 2022.**

The services included work under items 1 through 9 of Exhibit A of the referenced contract. The following

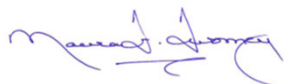
### Work Element 530 - Agency Administration

Executive Coordinator	2 hours @ \$ 265.00	\$ 530.00
Director of Finance & Administration	0 hours @ \$ 232.00	\$ -
Principal Accountant	0 hours @ \$ 157.00	\$ -
Associate Planner	0 hours @ \$ 121.00	\$ -
GIS Coordinator	0 hours @ \$ 186.00	\$ -
Senior Executive Assistant	12.5 hours @ \$ 142.00	\$ 1,775.00
Total	<u>14.5</u>	<u>\$ 2,305.00</u>
	Subtotal	

\* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019, 6/5/2020, and 6/4/2021.

Total now due: \$ 2,305.00

Sincerely,



Maura F. Twomey  
Executive Coordinator

**Regional Analysis and Planning Services  
(RAPS)**

Invoice for PRWFPA  
January 1 - January 31, 2022

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	2.00	265.00	530.00
Subtotal	2.00	265.00	530.00
Director of Finance & Administration			
Project 530 Admin	-	232.00	-
Subtotal	-	232.00	-
Principal Accountant			
Project 530 Admin	-	157.00	-
Subtotal	-	157.00	-
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	-	121.00	-
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	-	186.00	-
Senior Executive Assistant			
Project 530 Admin	12.50	142.00	1,775.00
Subtotal	12.50	142.00	1,775.00
Total	14.50		2,305.00

**Tasks Completed:**

**Executive Coordinator**

Preparation of the January 18, 2022 SWG agenda; Attendance of the January 18, 2022 Staff Working Group meeting; Preparation of the February 4, 2022 PRWFPA Board of Directors agenda.

**Director of Finance & Administration**

**GIS Coordinator**

**Principal Accountant**

**Associate Planner**

**Senior Executive Assistant**

Preparation and distribution of the January 18, 2022 SWG agenda; Attendance of the January 18, 2022 Staff Working Group meeting; Preparation and distribution of the February 4, 2022 PRWFPA Board of Directors agenda; Website update.



## REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2021	\$ 142.00	\$ 44,858.00
August, 2021	\$ 691.00	\$ 44,167.00
September, 2021	\$ 2,305.00	\$ 41,862.00
October, 2021	\$ 975.00	\$ 40,887.00
November, 2021	\$ 549.00	\$ 40,338.00
December, 2021	\$ 0.00	\$ 40,338.00
January, 2022	\$ 2,305.00	\$ 38,033.00
February, 2022	\$ -	\$ -
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 6,967.00</b>	<b>\$ 38,033.00</b>
Balance Available		<u>\$ 38,033.00</u>

## REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

PO Box 2453  
Seaside, CA 93955-2453

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

February 28, 2022

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, July 6, 2007, June 27, 2008, January 9, 2009, May 1, 2009,  
June 4, 2010, May 6, 2011, May 4, 2012, May 3, 2013, June 6, 2014, June 30, 2015, June 3, 2016, June 30,  
2017, June 1, 2018, June 7, 2020, June 5, 2020, **and June 4, 2021.**

This letter is our billing for services rendered in the period **February 1 through February 28, 2022.**  
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 **April 1, 2022.**

The services included work under items 1 through 9 of Exhibit A of the referenced contract. The following

### Work Element 530 - Agency Administration

Executive Coordinator	3 hours @ \$ 265.00	\$ 795.00
Director of Finance & Administration	10 hours @ \$ 232.00	\$ 2,320.00
Principal Accountant	9 hours @ \$ 157.00	\$ 1,413.00
Associate Planner	0 hours @ \$ 121.00	\$ -
GIS Coordinator	0 hours @ \$ 186.00	\$ -
Senior Executive Assistant	4.5 hours @ \$ 142.00	\$ 639.00
Total	<u>26.5</u> Subtotal	<u>\$ 5,167.00</u>

\* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019, 6/5/2020,  
and 6/4/2021.

Total now due: \$ 5,167.00

Sincerely,



Maura F. Twomey  
Executive Coordinator

**Regional Analysis and Planning Services  
(RAPS)**

Invoice for PRWFPA  
February 1 - February 28, 2022

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	3.00	265.00	795.00
Subtotal	3.00	265.00	795.00
Director of Finance & Administration			
Project 530 Admin	10.00	232.00	2,320.00
Subtotal	10.00	232.00	2,320.00
Principal Accountant			
Project 530 Admin	9.00	157.00	1,413.00
Subtotal	9.00	157.00	1,413.00
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	-	121.00	-
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	-	186.00	-
Senior Executive Assistant			
Project 530 Admin	4.50	142.00	639.00
Subtotal	4.50	142.00	639.00
Total	26.50		5,167.00

**Tasks Completed:**

**Executive Coordinator**

Attendance of the February 4, 2022 PRWFPA Board of Directors meeting; Preparation of the February 15th SWG agenda.

**Director of Finance & Administration**

Prepared financial statements for the February 4, 2022 Board of Directors meeting. FY20-21 Financial Audit

**GIS Coordinator**

**Principal Accountant**

Prepared financial statements for the February 4, 2022 Board of Directors meeting. FY20-21 Financial Audit

**Associate Planner**

**Senior Executive Assistant**

Attendance of the February 4, 2022 PRWFPA Board of Directors meeting; Travel for Chair's signature; Preparation and distribution of the February 15th SWG agenda.

## REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2021	\$ 142.00	\$ 44,858.00
August, 2021	\$ 691.00	\$ 44,167.00
September, 2021	\$ 2,305.00	\$ 41,862.00
October, 2021	\$ 975.00	\$ 40,887.00
November, 2021	\$ 549.00	\$ 40,338.00
December, 2021	\$ 0.00	\$ 40,338.00
January, 2022	\$ 2,305.00	\$ 38,033.00
February, 2022	\$ 5,167.00	\$ 32,866.00
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 12,134.00</b>	<b>\$ 32,866.00</b>
Balance Available		<u>\$ 32,866.00</u>

# Atchison Barisone & Condotti

PO Box 481  
Santa Cruz, CA 95061  
TAX ID 94-2809338

February 14, 2022

Pajaro River Watershed Flood  
Prevention Authority  
Attn: Maury Twomey  
PO Box 2453  
Seaside, CA 93955-2453

Re:

Dear Pajaro River Watershed Flood  
Prevention Authority,

Enclosed is invoice 33889, which covers services from 1/1/2022 to 1/31/2022. This invoice, dated 2/14/2022, is for \$62.40. Your total balance, including past charges, is \$62.40. Prompt payment of your total balance is appreciated.

## Billing Summary

Total for services rendered	\$62.40
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	(\$2,053.87)
Total previous balance	\$2,053.87
<b>Balance Due</b>	<b>\$62.40</b>

Thank you for your confidence in our work and our commitment to serving you.

If you have questions, please call us at 831 423 8383.

Sincerely,  
Jennifer Quek

**Atchison Barisone & Condotti**

PO Box 481  
Santa Cruz, CA 95061  
TAX ID 94-2809338

Invoice submitted to:  
Pajaro River Watershed Flood Prevention Authority  
Attn: Maury Twomey  
PO Box 2453  
Seaside, CA 93955-2453

February 14, 2022

Invoice #33889

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
<u>General</u>			
1/26/2022	APC Rec/rev A. Flores corresp. re proposed out-sale - Gonzalez property; follow-up email corresp. w/ A. Flores/L. Gutierrez re same. General	0.10 312.00/hr	31.20
1/28/2022	APC Review agenda packet - 2/4 meeting. General	0.10 312.00/hr	31.20
SUBTOTAL:		[ 0.20	62.40]
<b>For professional services rendered</b>		<b>0.20</b>	<b>\$62.40</b>
<b>For professional services rendered</b>		<b>0.20</b>	<b>\$62.40</b>
<b>Previous balance</b>			<b>\$2,053.87</b>
Accounts receivable transactions			
2/7/2022	Payment for September 2021 and December 2021 Legal Fees and Costs - Thank You. Check No. 935		(\$2,053.87)
<b>Total payments and adjustments</b>			<b>(\$2,053.87)</b>
Balance due			<u>\$62.40</u>

Payments are due by the last day of each month. A finance charge may be assessed pursuant to agreement. A \$25 in addition to any bank fees will be charged for any returned checks.

831 423 8383

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT  
COMMUNICATION

## MEMORANDUM

**TO:** PRWFPA Board of Directors

**FROM:** Maura F. Twomey, Executive Coordinator

**RECOMMENDED BY:** Errol Osteraa, Director of Finance and Administration

**SUBJECT:** PRWFPA Banking and Signature Authorizations

**MEETING DATE:** April 1, 2022

### RECOMMENDATION:

Staff recommends that the Board approve the attached letter to Mechanics Bank updating check signing authority for PRWFPA's bank accounts as detailed below.

### BACKGROUND/DISCUSSION:

PRWFPA requires two signatures on all bank drafts. PRWFPA has not changed its signature authorization since April 2019. Due to changes in the PRWFPA Board of Directors, the following individuals should be given access to the PRWFPA bank accounts superseding all previous appointments:

- **PRWFPA – XXXXXX9936 (Checking) – Check Signing Authority**  
John Baillie; John Phillips; Nancy Bilicich; Maura F. Twomey, Heather Adamson and Bhupendra Patel.

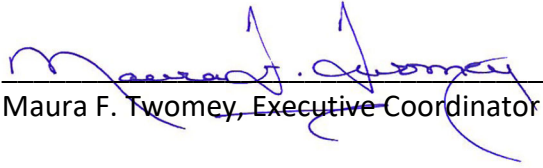
### FINANCIAL IMPACT

There is no financial impact from this action. It should be noted that any checks issued on this account will be authorized and approved by the PRWFPA Board before any action is taken by the aforementioned authorized users.

### ATTACHMENT:

1. Bank Signature Authorization Letter

**APPROVED BY:**



Maura F. Twomey, Executive Coordinator



## Attachment 1

April 1, 2022

Brigette Marie Brown, Branch Manager  
Mechanics Bank  
1658 Fremont Blvd.,  
Seaside, CA 93955

Dear Ms. Brown:

This letter updates the authorized check signers for the account(s) maintained by this organization as listed below.

PRWFPA – XXXXXX9936 (Checking)

To be added: John Baillie, Heather Adamson

To be removed: Anthony Botelho, Greg Caput, John Varela,

In addition, the following individuals will remain on the list of authorized signers:

John Phillips, Nancy Bilicich, Maura F. Twomey, and Bhupendra Patel

New signature letters for both the board members and staff are attached.

Sincerely,

Maura F. Twomey  
Executive Coordinator

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### MEMORANDUM

**TO:** PRWFPA Board of Directors

**FROM:** Maura F. Twomey, Executive Coordinator

**RECOMMENDED BY:** Errol Osteraa, Director of Finance and Administration

**SUBJECT:** Financial Update Report

**MEETING DATE:** April 1, 2022

### RECOMMENDATION:

It is recommended that the Board of Directors accept the financial update report.

### BACKGROUND/DISCUSSION:

Regional Analysis & Planning Services, Inc. (RAPS) provides contract staffing services to the Pajaro River Watershed Flood Prevention Authority (PRWFPA). The contract includes administrative and financial services for the Board as well as the Staff Working Group (SWG). The monthly financial reporting, budget preparation and audit assistance fall within RAPS, Inc. duties. The Board packet includes the year-to-date financial reports through February 28, 2022, as well as a budget-to-actual comparison for fiscal year (FY) 2021-2022. Amounts in the financial update report are unaudited.

The Balance Sheet reflects a cash balance of \$663,193.59. There were no accounts receivables outstanding as of February 28, 2022. The current liabilities balance is \$9,245.90. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2021, through February 28, 2022, PRWFPA incurred routine operational expenditures for contractual services. The services provided are summarized as follows:

- RAPS, Inc.: Staff Working Group (SWG) preparation and Board of Director's agenda preparation and meeting attendance, accounting and audit related work. Website maintenance and update.

- Gutierrez Consultants: Work associated with SWRP, Developed Subvention Letters of Support, San Benito County Conservation Plan, Soap Lake Project, Gonzales sale, audit review, and SWG meeting preparation and attendance.
- Atchinson Barisone & Condotti: Legal services consisting of AB 361 Compliance and Brown Act requirements, review of the Gonzales sale, agenda and audit review.
- Wallace Group: Preparation of Greater Hollister Area Storm Water Resource Plan (SWRP)

Expenses for the period of July 1, 2021 through February 28, 2022 totaled \$33,094.20, which included professional services and other expenses.

PRWFPA's Profit and Loss Statement reflects an excess of revenue over expense of \$47,219.06 for the period July 1, 2021 through February 28, 2022.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For  
Period July 1, 2021 Through February 28, 2022**

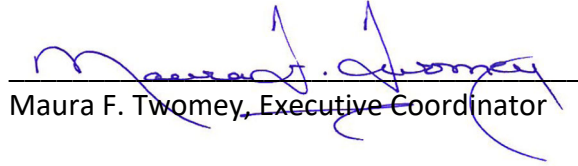
<b>Expense</b>	<b>Budget February 2022</b>	<b>Actual February 2022</b>	<b>Difference</b>
Professional Services	\$ 88,053.00	\$ 31,981.27	\$ 56,071.73
Insurance	\$ 933.00	\$ 1,080.00	\$ (147.00)
Supplies	\$ 2,653.00	\$ -	\$ 2,653.00
Travel	\$ 5,667.00	\$ 32.93	\$ 5,634.07
Total	<u>\$ 97,307.00</u>	<u>\$ 33,094.20</u>	<u>\$ 64,211.80</u>
<b>Revenue</b>			
State/Local Revenue *	\$ 54,333.00	\$ 80,313.26	\$ 25,980.26
* State/Local Revenue does not include \$64,460.00 which will be used from reserves			

Professional Services are under budget primarily due to the timing of work provided by contractual obligation. Revenues are primarily member dues and are received at the start of the year.

The budget reflects a linear programming of funds while actual work and related expenses are contingent on variety of factors. As a result, there will be fluctuations from budget-to-actual during the fiscal year.

**ATTACHMENTS:**

1. Balance Sheet as of February 28, 2022
2. Profit and Loss Statement: July 1, 2021 through February 28, 2022
3. Accounts Payable Aging Detail as of February 28, 2022
4. Check Register: January 1, 2022 through February 28, 2022

**APPROVED BY:**

---

Maura F. Twomey, Executive Coordinator

**Pajaro River Watershed Flood Prevention Authority**

**Attachment 1**

**Balance Sheet**

**As of February 28, 2022**

	<u><b>February 28, 2022</b></u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Cash in Bank Checking	524,374.66
LAIF Account	138,818.93
<b>Total Cash and Cash Equivalents</b>	<u><b>\$ 663,193.59</b></u>
<b>Accounts Receivable</b>	
Accounts Receivable	-
<b>Total Accounts Receivable</b>	<u><b>\$ -</b></u>
<b>TOTAL ASSETS</b>	<u><b>\$ 663,193.59</b></u>
<b>LIABILITIES &amp; FUND BALANCE</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	9,245.90
<b>Total Current Liabilities</b>	<u><b>\$ 9,245.90</b></u>
<b>Total Liabilities</b>	<u><b>\$ 9,245.90</b></u>
<b>Fund Balance - Unrestricted</b>	
Fund Balance - Beginning of Fiscal Year	606,728.63
Net Income/(Loss)	47,219.06
<b>Total Fund Balance - Unrestricted</b>	<u><b>653,947.69</b></u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><b>663,193.59</b></u>

Pajaro River Watershed Flood Prevention Authority  
Attachment 2  
Profit & Loss

July 1, 2021 through February 28, 2022

	July 2021 - February 2022	July 2021 - February 2022
Income		
Interest		313.26
Member Dues		80,000.00
Total Income		<u>\$ 80,313.26</u>
Expense		
Audit Expense		5,580.00
Gutierrez Consultants		10,291.00
Regional Analysis & Planning Services, Inc. (RAPS)		12,134.00
Wallace Group		1,540.00
Insurance		1,080.00
Legal Services		2,116.27
Other Expense		
Web Hosting/Maintenance Costs	320.00	
Travel	32.93	
Total Other Expense		352.93
Total Expense		<u>\$ 33,094.20</u>
Net Income/(Loss)		<u><u>\$ 47,219.06</u></u>

Pajaro River Watershed Flood Prevention Authority

Attachment 3

A/P Aging Detail

As of February 28, 2022

Date	Num	Name	Due Date	Open Balance
01/31/2022	33889	Atchison Barisone & Condotti	02/28/2022	62.40
02/28/2022	19192	AMBAG	02/28/2022	40.00
01/31/2022	1095	Regional Analysis & Planning Services	04/01/2022	2,305.00
02/28/2022	1098	Regional Analysis & Planning Services	04/29/2022	5,167.00
01/31/2022	1662	Gutierrez Consultants	05/01/2022	1,129.50
02/28/2022	1666	Gutierrez Consultants	05/29/2022	502.00
01/31/2022	19110	AMBAG	01/31/2022	40.00
Total				\$9,245.90



Pajaro River Watershed Flood Prevention Authority  
Attachment 4  
Check Register  
January 1, 2022 through February 28, 2022

Date	Num	Name	Memo	Amount
02/01/2022	934	AMBAG	Reimbursement of Website Monthly Maintenance Oct - Dec 20201	120.00
02/01/2022	935	Atchison Barisone & Condotti	Legal services provided for the month of Sep - Dec 2021	2,053.87
02/01/2022	936	Gutierrez Consultants	Lake Floodplain Preservation Project Services & Meetings Aug - Dec 2021	7,028.00
02/01/2022	937	Moss, Levy & Hartzheim	Audit Services for FY 2020-2021	5,580.00
02/01/2022	938	Regional Analysis & Planning Services	RAPS WE 530 Agency Administration - Aug - Nov 2021	4,520.00
02/01/2022	939	Wallace Group	Storm Water Resource Plan Jul - Sep 2021	1,540.00
TOTAL				<u>\$ 20,841.87</u>

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The 2022 PRWFPA Board of Directors meeting locations are subject to change and may be held remotely in light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with AB 361.

### **2022 PRWFPA Meeting Calendar**

**June 3, 2022:**

**Watsonville Civic Center Plaza Building**

Council Chambers

275 Main Street (4<sup>th</sup> Floor Parking)

Watsonville, CA 95076

**Meeting Time: 9 am**

**September 9, 2022:**

**Gilroy City Hall**

Council Chambers

7351 Rosanna Street

Gilroy, CA 95020

**Meeting Time: 9 am**

**November 4, 2022:**

**TBD**

Meeting Time: 9 am

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### PRWFPA Acronym Guide

ABC Law	Atchison Barisone & Condotti
AEP	Annual Exceedance Probability
AFB	Alternate Formulation Briefing
ASA-CW	Assistant Secretary of the Army, Civil Works
cfs	Cubic feet per second
CEQA	California Environmental Quality Act
DWR	Department of Water Resources
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ESA	Environmental Science Associates
FCSA	Federal Cost Sharing Agreement
FEIS	Final Environmental Impact Statement
FRM	Flood Risk Management
FRRP	Flood Risk Reduction Project
FY	Fiscal Year
FFY	Federal Fiscal Year
GRR	General Reevaluation Report
LPP	Locally Preferred Plan
LRP	Locally Requested Plan
MCWRA	Monterey County Water Resources Agency
NED	National Economic Development
NFS	Non-Federal Sponsors
NEPA	National Environmental Policy Act
OMB	Office of Management & Budget
OSA	Santa Clara County Open Space Authority
PED	Preconstruction Engineering and Design
PDT	Project Delivery Team

PRWFPA	Pajaro River Watershed Flood Prevention Authority
RAPS, Inc.	Regional Analysis Planning Services, Inc.
RWQCB	Regional Water Quality Control Board
SBCWD	San Benito County Water District
SCVWD	Santa Clara Valley Water District
SF	San Francisco
SMART Planning	Specific, Measurable, Attainable, Risk Informed, Timely Planning
SWG	Staff Working Group
SWRCB	State Water Resources Control Board
TNC	The Nature Conservancy
TSP	Tentatively Selected Plan
USACE	U.S. Army Corps of Engineers
WRDA	Water Resources Development Act