

**Staff Working Group Agenda
Pajaro River Watershed Flood Prevention Authority**

**August 16, 2022
10:00 a.m.**

**Conference Call
Dial-In Number: (605) 475-4700
Access Code: 203466#**

1. **A. Gutierrez Consultants:**
 Approve invoices for services rendered on:
 - May 2022, June 2022, and July 2022 (Page 3)
- B. RAPS, Inc.:**
 Approve invoices for services rendered on:
 - May 2022, June 2022, and July 2022 (Page 9)
2. **Proposed Sale of the Gonzales Property**
 - **Lidia Gutierrez**

Receive a report from Lidia Gutierrez.
3. **Integrated Regional Water Management (IRWM) Implementation Grant Proposal**
 - **Lidia Gutierrez**

Receive a report from Lidia Gutierrez.
4. **Proposed PRWFPA Grant Application**
 - **Lidia Gutierrez**

Discuss how best to use the PRWFPA resources in support of the Pajaro River Flood Risk Reduction Project.
5. **Proposed Developments and EIR's in San Benito County**
 - **Lidia Gutierrez**

Review proposed developments and EIR's in San Benito County. Materials will be provided at the meeting.

6. Proposed Construction Projects in Monterey County

- **Mark Foxworthy**

Receive an update on the proposed construction projects in Monterey County.

7. Pajaro River Flood Risk Reduction Project Update

- **Mark Strudley**

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

8. September 9, 2022 Board of Directors Agenda

-Maura Twomey

Review the draft September 9, 2022 Board of Directors Agenda. The agenda will be provided at the meeting.

9. Other Items

10. Adjournment

Next Meeting:

BOD: September 9, 2022, TBD @ 9 AM

SWG: September 20, 2022, Conference Call @ 10 AM



Gutierrez Consultants

June 28, 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 May 1, 2022 through May 31, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$1,255.00 and the balance remaining is \$57,011.25.

Sincerely,

Lidia Gutierrez
Principal

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
06/28/22	1695		5/1/22-5/31/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review and revise draft 2023 contract scope and budget; review program expenditures and forecasting; research project needs for FPA participation and call with Mark Strudley regarding FPA studies or project participation; prepare for and participate in May 17, 2022 SWG meeting	5	251.00	1,255.00
			Total	\$1,255.00



Gutierrez Consultants

August 1, 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 June 1, 2022 through June 30, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$3,150.80 and the balance remaining is \$53,860.45.

Sincerely,

Lidia Gutierrez
Principal

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
08/01/22	1699		6/1/22-6/30/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and attend June 3, 2022 FPA Board of Directors meeting in Watsonville, CA; call with SWG staff regarding additional FPA study opportunities; review Riverine Stewardship Program grant guidelines; participate in Riverine Stewardship Program Public Workshop; review San Benito County proposed development documents; review Betabel Road Project and Travelers Station Project information and contact SB County community member	12.25	251.00	3,074.75
ODCs	Mileage: June 3, 2022 Board of Directors meeting in Watsonville, CA	130	0.585	76.05
			Total	\$3,150.80



Gutierrez Consultants

August 11, 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 July 1, 2022 through July 31, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 13. The invoice is for a total amount of \$903.00 and the balance remaining is \$69,097.00.

Sincerely,

Lidia Gutierrez
Principal

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
08/11/22	1704		7/1/22-7/31/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review Valley Water Upper Pajaro River Watershed Plan information; prepare for and participate in Valley Water Upper Pajaro River Watershed Plan - External Stakeholder Outreach Meeting; review San Benito County proposed Betabel Road project information and EIR documents; review proposed San Benito County proposed projects	3.5	258.00	903.00
			Total	\$903.00

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

May 31, 2021

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, **and June 5, 2020.**

This letter is our billing for services rendered in the period **May 1 through May 31, 2021.**

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 **September 10, 2021.**

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	1 hours @	\$ 242.00	\$ 242.00
Director of Finance & Administration	5 hours @	\$ 196.00	\$ 980.00
Principal Accountant	8 hours @	\$ 120.00	\$ 960.00
Associate Planner	0 hours @	\$ 121.00	\$ -
GIS Coordinator	2 hours @	\$ 186.00	\$ 372.00
Senior Executive Assistant	16 hours @	\$ 121.00	\$ 1,936.00
Total	<u>32</u>	Subtotal	<u>\$ 4,490.00</u>

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

Total now due: \$ 4,490.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
May 1 - May 31, 2021

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	242.00	242.00
Subtotal	1.00	242.00	242.00
Director of Finance & Administration			
Project 530 Admin	5.00	196.00	980.00
Subtotal	5.00	196.00	980.00
Principal Accountant			
Project 530 Admin	8.00	120.00	960.00
Subtotal	8.00	120.00	960.00
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	-	121.00	-
GIS Coordinator			
Project 530 Admin	2.00	186.00	372.00
Subtotal	2.00	186.00	372.00
Senior Executive Assistant			
Project 530 Admin	16.00	121.00	1,936.00
Subtotal	16.00	121.00	1,936.00
Total	32.00		4,490.00

Tasks Completed:

Executive Coordinator

Preparation of the May 18, 2021 Staff Working Group (SWG) agenda; Attendance of the May 18, 2021 SWG meeting; Preparation of the June 4, 2021 PRWFPA Board of Directors agenda; Development of the draft FY 2021-2022 PRWFPA budget.

Director of Finance & Administration

Prepared financial statements, contract extensions and draft FY 2021-22 budget for 6/4/21 BOD meeting.

GIS Coordinator

Meeting with the consultant Planeteria on the PRWFPA ADA compliant website redesign project, Internal staff project website meeting, Presentation of new PRWFPA ADA compliant website to SWG.

Principal Accountant

Prepared financial statements, contract extensions and draft FY 2021-22 budget for 6/4/21 BOD meeting.

Associate Planner

Senior Executive Assistant

Preparation and distribution of the May 18, 2021 Staff Working Group (SWG) agenda; Attendance of the May 18, 2021 SWG meeting; Preparation and distribution of the June 4, 2021 PRWFPA Board of Directors agenda; Website update; Meeting with the consultant Planeteria on the PRWFPA ADA compliant website redesign project; Internal staff website meeting on final edits to the PRWFPA ADA compliant website redesign project.