

# **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: September 9, 2022**

**TIME: 9:00 AM**

**Meeting Via Zoom Webinar**

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/85378206116>

Or Telephone:

Dial: +16694449171

Webinar ID: 853 7820 6116

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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 and the Board of Directors will participate 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, September 8, 2022. The subject line should read "Public Comment for the September 9, 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, Clerk of the Board at [aflores@ambag.org](mailto:aflores@ambag.org) or at 831-883-3750.

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- 1. CALL TO ORDER**
  - 2. PLEDGE OF ALLEGIANCE**
  - 3. ROLL CALL**

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. **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, RAPS, Inc.

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)

7. **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 June 3, 2022 Board of Directors Meeting**

- Ana Flores, RAPS, Inc.

Approve the minutes of the June 3, 2022 Board of Directors meeting. (Page 7)

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

- Lidia Gutierrez, Gutierrez Consultants

Approve the May 2022, June 2022, and July 2022 invoices for services rendered by Gutierrez Consultants. (Page 11)

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

- Maura Twomey, RAPS, Inc.

Approve the May 2022, June 2022, and July 2022 invoices for services rendered by RAPS, Inc. (Page 17)

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

- Maura Twomey, RAPS, Inc.

Approve the invoice for services rendered in July 2022 by ABC Law. (Page 27)

**E. 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 29)

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

**9. 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.

**10. OTHER BUSINESS**

**11. ADJOURN**

**REFERENCE ITEMS:**

- A. Acronym Guide (Page 37)
- B. 2022 Calendar of Meetings (Page 39)

**NEXT BOARD OF DIRECTORS MEETING:**

**Date: November 4, 2022**

**Location: Zoom Webinar**

**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 and San Benito County currently have a Community Transmission metric of “medium”; Santa Cruz County and Santa Clara County currently have a Community Transmission metric of “low”; 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 9rd day of September 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**

June 3, 2022

**1. CALL TO ORDER**

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Baillie presiding, convened at the Watsonville Civic Center Plaza Building, Council Chambers, 275 Main Street, Watsonville, CA 95076 at 9:01 a.m. on Friday, June 3, 2022.

**2. PLEDGE OF ALLEGIANCE**

**3. 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:** Lidia Gutierrez, Gutierrez Consultants; Mark Strudley, County of Santa Cruz; Maura Twomey, Errol Osteraa, and Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

**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.

Director Wasserman requested to include administration item 8.A Draft FY 2022-2023 Budget in the consent agenda.

By consensus, administration item 8.A Draft FY 2022-2023 Budget was included in the consent agenda.

**6. CONSENT**

**A. Minutes of the April 1, 2022 Board of Directors Meeting**

The minutes of the April 1, 2022 Board of Directors meeting were approved.

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

The invoices for services rendered by Gutierrez Consultants in March 2022 and April 2022 were approved.

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

The invoices for services rendered by RAPS, Inc. in March 2022 and April 2022 were approved.

**D. 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 2022-3 was adopted.

**E. Gutierrez Consultants Contract Extension FY 2022-2023**

The FY 2022-2023 contract extension with Gutierrez Consultants was approved.

**F. RAPS, Inc. Contract Extension for FY 2022-2023**

The FY 2022-2023 contract extension with RAPS, Inc. was approved.

**G. ABC Law Contract Extension for FY 2022-2023**

The FY 2022-2023 contract extension with ABC Law was approved.

**H. Financial Update Report**

The financial update report was accepted.

**I. Draft FY 2022-2023 Budget**

The FY 2022-2023 budget was adopted.

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

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

None.



**8. 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.

**9. OTHER BUSINESS**

None.

**10. ADJOURNMENT**

The meeting adjourned at 9:25 a.m.

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

**BOARD MEETING DATE: June 3, 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 6</b>
County of Monterey	John Phillips	X	Y
County of San Benito	Kollin Kosmicki	AB	N/A
County of Santa Clara	Mike Wasserman	X	Y
County of Santa Cruz	Greg Caput	X	Y
Monterey County Water Resources Agency	John Baillie	X	Y
San Benito County Water District	Sonny Flores	AB	N/A
Santa Clara Valley Water District	Richard Santos	X	Y
Zone 7 Flood Control	Nancy Bilicich	X	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

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

<b>Bill To:</b>
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

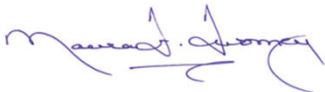
### Work Element 530 - Agency Administration

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.

## 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, 2020	\$ 1,039.50	\$ 43,960.50
August, 2020	\$ 1,684.00	\$ 42,276.50
September, 2020	\$ 2,084.00	\$ 40,192.50
October, 2020	\$ 4,506.00	\$ 35,686.50
November, 2020	\$ 3,282.00	\$ 32,404.50
December, 2020	\$ 516.50	\$ 31,888.00
January, 2021	\$ 3,160.50	\$ 28,727.50
February, 2021	\$ 3,397.00	\$ 25,330.50
March, 2021	\$ 3,132.00	\$ 22,198.50
April, 2021	\$ 1,577.50	\$ 20,621.00
May, 2021	\$ 4,490.00	\$ 16,131.00
June, 2021	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 28,869.00</b>	<b>\$ 16,131.00</b>
Balance Available		<u>\$ 16,131.00</u>

\* Approved by the board on 06/05/20.

## 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

June 30, 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 **June 1 through June 30, 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 **September 9, 2022.**

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

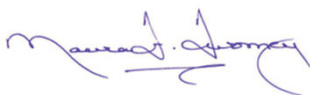
### Work Element 530 - Agency Administration

Executive Coordinator	1 hours @ \$	265.00	\$	265.00
Director of Finance & Administration	2 hours @ \$	232.00	\$	464.00
Principal Accountant	2 hours @ \$	157.00	\$	314.00
Associate Planner	0 hours @ \$	121.00	\$	-
GIS Coordinator	0 hours @ \$	186.00	\$	-
Senior Executive Assistant	5 hours @ \$	142.00	\$	710.00
Total	<u>10</u>	Subtotal	<u>\$</u>	<u>1,753.00</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: \$ 1,753.00

Sincerely,



Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
June 1 - June 30, 2022

Position Title	0 Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	265.00	265.00
Subtotal	1.00	265.00	265.00
Director of Finance & Administration			
Project 530 Admin	2.00	232.00	464.00
Subtotal	2.00	232.00	464.00
Principal Accountant			
Project 530 Admin	2.00	157.00	314.00
Subtotal	2.00	157.00	314.00
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	5.00	142.00	710.00
Subtotal	5.00	142.00	710.00
Total	10.00		1,753.00

**Tasks Completed:**

**Executive Coordinator**

Attendance of the June 3, 2022 Board of Directors meeting; Preparation of the June 21, 2022 SWG meeting; Attendance of the June 21, 2022 SWG meeting.

**Director of Finance & Administration**

Attended BOD meeting in Watsonville on 6/3/2022.

**GIS Coordinator**

**Principal Accountant**

Attended BOD meeting in Watsonville on 6/3/2022.

**Associate Planner**

**Senior Executive Assistant**

Attendance of the June 3, 2022 Board of Directors meeting and follow-up; Preparation and distribution of June 21, 2022 SWG meeting; Attendance of the June 21, 2022 SWG meeting.

## 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	\$ 2,007.00	\$ 30,859.00
April, 2022	\$ 1,098.00	\$ 29,761.00
May, 2022	\$ 3,989.00	\$ 25,772.00
June, 2022	\$ 1,753.00	\$ 24,019.00
<b>Subtotal</b>	<b>\$ 20,981.00</b>	<b>\$ 24,019.00</b>
Balance Available		<u>\$ 24,019.00</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

July 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, June 4, 2021, and **June 3, 2022.**

This letter is our billing for services rendered in the period **July 1 through July 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 **September 9, 2022**

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

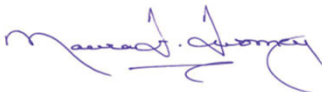
## Work Element 530 - Agency Administration

Executive Coordinator	0 hours @	\$ 276.00	\$ -
Director of Finance & Administration	1 hours @	\$ 241.00	\$ 241.00
Principal Accountant	0 hours @	\$ 163.00	\$ -
Associate Planner	0 hours @	\$ 126.00	\$ -
GIS Coordinator	0 hours @	\$ 193.00	\$ -
Clerk of the Board	0 hours @	\$ 180.00	\$ -
Total	<u>1</u>	Subtotal	<u>\$ 241.00</u>

\* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019, 6/5/2020, 6/4/2021, and 6/3/2022.

Total now due: \$ 241.00

Sincerely,



Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
July 1 - July 31, 2022

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	-	276.00	-
Subtotal	-	276.00	-
Director of Finance & Administration			
Project 530 Admin	1.00	241.00	241.00
Subtotal	1.00	241.00	241.00
Principal Accountant			
Project 530 Admin	-	163.00	-
Subtotal	-	163.00	-
Associate Planner			
Project 530 Admin	-	126.00	-
Subtotal	-	126.00	-
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	-	186.00	-
Clerk of the Board			
Project 530 Admin	-	180.00	-
Subtotal	-	180.00	-
Total	1.00		241.00

**Tasks Completed:**

**Executive Coordinator**

**Director of Finance & Administration**

Acquire BOD signature on Audit Engagement Letter

**GIS Coordinator**

**Principal Accountant**

**Associate Planner**

**Clerk of the Board**



## 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, 2022	\$ 241.00	\$ 44,759.00
August, 2022	\$ -	\$ -
September, 2022	\$ -	\$ -
October, 2022	\$ -	\$ -
November, 2022	\$ -	\$ -
December, 2022	\$ -	\$ -
January, 2023	\$ -	\$ -
February, 2023	\$ -	\$ -
March, 2023	\$ -	\$ -
April, 2023	\$ -	\$ -
May, 2023	\$ -	\$ -
June, 2023	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 241.00</b>	<b>\$ 44,759.00</b>
Balance Available		<u>\$ 44,759.00</u>

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# Atchison Barisone & Condotti

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

August 16, 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 34015, which covers services from 7/1/2022 to 7/31/2022. This invoice, dated 8/16/2022, is for \$32.80. Your total balance, including past charges, is \$32.80. Prompt payment of your total balance is appreciated.

## Billing Summary

Total for services rendered	\$32.80
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	(\$62.40)
Total previous balance	\$62.40
<b>Balance Due</b>	<b>\$32.80</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

August 16, 2022

Invoice #34015

## Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
	<u>General</u>		
7/12/2022	APC Review/approve contract extensions for RAPS, Inc. and Gutierrez Consultants. General	0.10 328.00/hr	32.80
SUBTOTAL:		[ 0.10	32.80]
<b>For professional services rendered</b>		<b>0.10</b>	<b>\$32.80</b>
<b>For professional services rendered</b>		<b>0.10</b>	<b>\$32.80</b>
<b>Previous balance</b>			<b>\$62.40</b>
Accounts receivable transactions			
4/8/2022	Payment for December 2021 Legal Fees - Thank You. Check No. 941		(\$62.40)
<b>Total payments and adjustments</b>			<b>(\$62.40)</b>
Balance due			\$32.80

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.

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:** Financial Update Report

**MEETING DATE:** September 9, 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 July 31, 2022, as well as a budget-to-actual comparison for fiscal year (FY) 2022-2023. Amounts in the financial update report are unaudited.

The Balance Sheet reflects a cash balance of \$689,710.32. The accounts receivables balance is \$40,000.00 as of July 31, 2022. The current liabilities balance is \$11,624.04. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2022 through July 31, 2022, PRWFPA incurred routine operational expenditures for contractual services. The services provided are summarized as follows:

- RAPS, Inc.: Accounting and Audit related work.
- Gutierrez Consultants: Work associated with Soap Lake Project, Gonzales sale, and SWG meeting preparation and attendance.
- Atchinson Barisone & Condotti: Legal services consisting of consultant contract extensions.
- Planeteria Media: Maintain and update website.

Expenses for the period of July 1, 2022 through July 31, 2022 totaled \$1,348.80, which included professional services and other expenses.

PRWFPA's Profit and Loss Statement reflects an excess of revenue over expense of \$78,915.38 for the period July 1, 2022 through July 31, 2022.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For  
Period July 1, 2022 Through July 31, 2022**

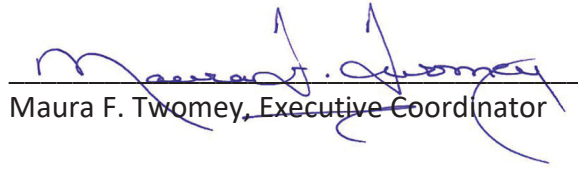
<b>Expense</b>	<b>Budget July 2022</b>	<b>Actual July 2022</b>	<b>Difference</b>
Professional Services	\$ 10,898.00	\$ 1,176.80	\$ 9,721.20
Insurance	\$ 117.00	\$ -	\$ 117.00
Supplies	\$ 332.00	\$ 172.00	\$ 160.00
Travel	\$ 708.00	\$ -	\$ 708.00
<b>Total</b>	<b>\$ 12,055.00</b>	<b>\$ 1,348.80</b>	<b>\$ 10,706.20</b>
<b>Revenue</b>			
State/Local Revenue *	\$ 6,708.00	\$ 80,264.18	\$ 73,556.18
* State/Local Revenue does not include \$64,155.00 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 July 31, 2022
2. Profit and Loss Statement: July 1, 2022 through July 31, 2022
3. Accounts Payable Aging Detail as of July 31, 2022
4. Accounts Receivable Aging Detail as of July 31, 2022
5. Check Register: May 1, 2022 through July 31, 2022

**APPROVED BY:**

---

Maura F. Twomey, Executive Coordinator

**Pajaro River Watershed Flood Prevention Authority**

**Balance Sheet**

As of July 31, 2022

	<u>July 31, 2022</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Cash in Bank Checking	550,521.90
LAIF Account	<u>139,188.42</u>
<b>Total Cash and Cash Equivalents</b>	<u>\$ 689,710.32</u>
<b>Accounts Receivable</b>	
Accounts Receivable	<u>40,000.00</u>
<b>Total Accounts Receivable</b>	<u>\$ 40,000.00</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 729,710.32</u></u>
<b>LIABILITIES &amp; FUND BALANCE</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	<u>11,624.04</u>
<b>Total Current Liabilities</b>	<u>\$ 11,624.04</u>
<b>Total Liabilities</b>	<u>\$ 11,624.04</u>
<b>Fund Balance - Unrestricted</b>	
Fund Balance - Beginning of Fiscal Year	639,170.90
Net Income/(Loss)	<u>78,915.38</u>
<b>Total Fund Balance - Unrestricted</b>	<u>718,086.28</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>729,710.32</u></u>



**Pajaro River Watershed Flood Prevention Authority**

**Profit & Loss**

**July 1, 2022 through July 31, 2022**

	<b>July 1, 2022 - July 31, 2022</b>	<b>July 1, 2022 - July 31, 2022</b>
<b>Income</b>		
Interest		264.18
Member Dues		80,000.00
<b>Total Income</b>	<b>\$</b>	<b>80,264.18</b>
<b>Expense</b>		
Gutierrez Consultants		903.00
Regional Analysis & Planning Services, Inc. (RAPS)		241.00
Legal Services		32.80
Other Expense		
Web Hosting/Maintenance Costs	172.00	
<b>Total Other Expense</b>		<b>172.00</b>
<b>Total Expense</b>	<b>\$</b>	<b>1,348.80</b>
<b>Net Income/(Loss)</b>	<b>\$</b>	<b>78,915.38</b>

**Pajaro River Watershed Flood Prevention Authority**

**A/P Aging Detail**

**As of July 31, 2022**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Due Date</b>	<b>Open Balance</b>
07/31/2022	19633	AMBAG	07/31/2022	40.00
05/31/2022	1695	Gutierrez Consultants	08/29/2022	1,255.00
06/30/2022	1114	Regional Analysis & Planning Services	08/29/2022	1,753.00
07/31/2022	34015	Atchison Barisone & Condotti	08/31/2022	32.80
06/30/2022	1699	Gutierrez Consultants	09/28/2022	3,150.80
07/31/2022	1115	Regional Analysis & Planning Services	09/29/2022	241.00
07/31/2022	1704	Gutierrez Consultants	10/29/2022	903.00
07/21/2022	2267131186	AMBAG	07/21/2022	132.00
05/31/2022	1106	Regional Analysis & Planning Services	07/30/2022	3,989.00
06/01/2022	19540	AMBAG	06/01/2022	40.00
06/03/2022	60322 - EO	AMBAG	06/03/2022	25.97
06/03/2022	60322 - EH	AMBAG	06/03/2022	21.47
05/31/2022	19452	AMBAG	05/31/2022	40.00
<b>Total</b>				<b><u><u>\$11,624.04</u></u></b>

## Pajaro River Watershed Flood Prevention Authority

## A/R Aging Detail

As of July 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Open Balance</u>	<u>Paid</u>
07/01/2022	218	County of Monterey	07/01/2022	10,000.00	PAID
07/01/2022	220	County of Santa Clara	07/01/2022	10,000.00	PAID
07/01/2022	221	County of Santa Cruz	07/01/2022	10,000.00	
07/01/2022	223	San Benito County Water District	07/01/2022	10,000.00	PAID
<b>TOTAL</b>				<b><u>\$ 40,000.00</u></b>	

**PAID** = Reflects payments received subsequent to July 31, 2022.

Pajaro River Watershed Flood Prevention Authority

Check Register

May 1, 2022 through July 31, 2022

Date	Num	Name	Memo	Amount
05/31/2022	944	AMBAG	Reimbursement of Website Monthly Maintenance - March & April 2022	80.00
05/31/2022	945	Gutierrez Consultants	Lake Floodplain Preservation Project Services & Meetings - March & April 2022	1,443.25
05/31/2022	946	Regional Analysis & Planning Services	RAPS WE 530 Agency Administration - March and April 2022	3,105.00
TOTAL				<u>\$ 4,628.25</u>

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**

**November 4, 2022:**

**Zoom Webinar**

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