

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 – Nancy Bilicich
PRWFPA Vice Chair – John Varela

DATE: February 7, 2025

TIME: 9:00 AM

LOCATION: Zoom Webinar

Please click the link below to join the meeting:

<https://us06web.zoom.us/j/81718535015?pwd=99jQGB1WvOltXS3W6WUa7suDsONUDz.1>

Or Telephone:

Dial: +16694449171

Webinar ID: 817 1853 5015

Passcode: 847246

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 by 5:00 PM, Thursday, February 6, 2025. The subject line should read “Public Comment for the February 7, 2025 Board of Directors Meeting”. The agency clerk will read up to 2 minutes of any public comment submitted.

If you have any questions, please contact Ana Flores, Clerk of the Board at aflores@ambag.org or at 831-883-3750.

PRWFPA Board Member(s) Meeting Remotely:

Sylvia Arenas:	70 West Hedding Street, 10th Floor, San Jose, CA 95110	408-299-5010
John Baillie:	346 W. Market Street, Salinas, CA 93901	831-998-8511
Nancy Bilicich:	1209 L Street, Sacramento, CA 95814	916-443-1234
Glenn Church:	11140 Speegle St., Castroville, CA 95012	831-755-5022
Sonny Flores:	30 Mansfield Rd., Hollister, CA 95023	831-637-8218
Felipe Hernandez:	701 Ocean St., Room 500, Santa Cruz, CA 95060	831-454-2200
Richard Santos:	3580 Sierra Road, San Jose, CA 95132	408-630-2277
Mindy Sotelo:	481 4th St., 1st Floor, Hollister, CA 95023	831-636-4000
John Varela:	15685 La Bella Court, Morgan Hill, CA 95037	408-630-2277

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 two minutes on any subject not on the agenda)
5. **ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA**
6. **ELECTION OF OFFICERS**
Recommended Action: APPOINT
 - **Chair Bilicich**

Receive a report from Chair Bilicich.

7. **PRESENTATION**
 - A. **Audited Financial Statements for Fiscal Year (FY) 2023-2024**
Recommended Action: INFORMATION
 - **Diane Eidam, Retired Annuitant**

Receive a presentation from Alexander Hom, CPA from Moss, Levy & Hartzheim, LLP, on the PRWFPA's Audited Financial Statements for FY 2023-2024. (separately enclosed). (Page 5)

8. **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 November 1, 2024 Board of Directors Meeting**
 - **Ana Flores, RAPS, Inc.**

Approve the minutes of the November 1, 2024 Board of Directors meeting. (Page 9)

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

Approve the October 2024 – December 2024 invoices for services rendered by Gutierrez Consultants. (Page 13)

C. Approval of Payment to RAPS, Inc.

- Maura Twomey, RAPS, Inc.

Approve the October 2024 – December 2024 invoices for services rendered by RAPS, Inc. (Page 19)

D. 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)

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

10. PLANNING

A. Pajaro River Flood Risk Reduction Project Update

Recommended Action: INFORMATION

- Dr. Mark Strudley, PRFMA Executive Director

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

11. OTHER BUSINESS

12. ADJOURN

REFERENCE ITEMS:

- A. 2025 Calendar of Meetings (Page 35)
- B. Acronym Guide (Page 37)

NEXT BOARD OF DIRECTORS MEETING:

Date: April 4, 2025
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, at least 48 hours prior to the meeting date.

**THIS PAGE
IS
INTENTIONALLY
BLANK**

MEMORANDUM

TO: PRWFPA Board of Directors

FROM: Maura F. Twomey, Executive Coordinator

RECOMMENDED BY: Errol Osteraa, Director of Finance & Administration

SUBJECT: Audited Financial Statements for FY 2023-2024

MEETING DATE: February 7, 2025

RECOMMENDATION:

Receive presentation from Moss, Levy & Hartzheim, LLP, on PRWFPA's Audited Financial Statements for fiscal year (FY) 2023-2024.

BACKGROUND/DISCUSSION:

Pursuant to PRWFPA's by-laws, an independent audit firm performs an annual financial audit and an opinion is issued on PRWFPA's financial position as of the year ended June 30. The Audited Financial Statements for FY 2023-2024 are for the period ending June 30, 2024. PRWFPA received an unmodified ("clean") opinion.

The Audited Financial Statements for FY 2023-2024 are comprised of two sections:

Financial Section:

This section has the independent auditors' report from Moss, Levy & Hartzheim, LLP; the Management Discussion and Analysis, which is management's overview of PRWFPA's financial position; a description of how the budget is adopted and managed; identification of any major issues and projections for the future; the government-wide and fund financial statements; and notes disclosures of the financial statements.

Required Supplementary Information:

This section includes budgetary comparison schedules for the general fund and for each major special revenue fund that has a legally adopted annual budget.

FINANCIAL IMPACT:

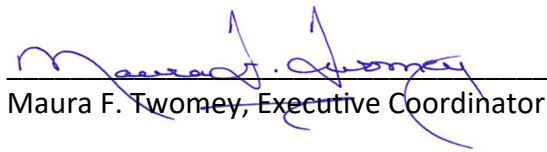
The Management Discussion and Analysis section of the Audited Financial Statements for FY 2023-2024 discloses management's perspective on the financial position of PRWFPA. PRWFPA had a positive net position of \$706,806 representing an increase of \$29,706 over the prior year fiscal year.

COORDINATION:

The Association of Monterey Bay Area Governments (AMBAG) staff worked with auditors from Moss, Levy & Hartzheim, LLP prior to, during and subsequent to audit fieldwork to ensure the timely and successful completion of this audit.

ATTACHMENTS:

1. Board Communication Letter: FY 2024 GAAS
2. Audited Financial Statements for FY 2023-2024 (separately enclosed)

APPROVED BY:
Maura F. Twomey, Executive Coordinator



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors
Pajaro River Watershed Flood Prevention Authority

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Pajaro River Watershed Flood Prevention Authority, as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise Pajaro River Watershed Flood Prevention Authority's basic financial statements, and have issued our report thereon dated January 29, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Pajaro River Watershed Flood Prevention Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Pajaro River Watershed Flood Prevention Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Pajaro River Watershed Flood Prevention Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Pajaro River Watershed Flood Prevention Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Moss, Levy & Hartzheim LLP

Santa Maria, California
January 29, 2025

**THIS PAGE
IS
INTENTIONALLY
BLANK**

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

November 1, 2024

1. CALL TO ORDER

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Bilicich presiding, convened via Zoom Webinar at 1:01 p.m. on Friday, November 1, 2024.

2. PLEDGE OF ALLEGIANCE

Director Santos led the Pledge of Allegiance.

3. ROLL CALL

Members – Board of Directors	Representative	Present	Absent
County of San Benito	Supervisor Bea Gonzales	X	
County of Santa Cruz	Supervisor Felipe Hernandez (9:08)	X	
County of Monterey	Supervisor Glenn Church	X	
County of Santa Clara	Supervisor Sylvia Arenas (9:03)	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 John Varela	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, PRFMA; David Dorcich and Vicki Lam, County of Santa Clara; Elizabeth Lippa, Will Condon, Maura Twomey, 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 comments from the Board.

Director Arenas arrived.

6. CONSENT

A. Minutes of the June 24, 2024 Board of Directors Meeting

The minutes of the June 24, 2024 Board of Directors meeting were approved.

B. Approval of Payment to Gutierrez Consultants

The invoices for services rendered by Gutierrez Consultants from May 2024 through September 2024 were approved.

C. Approval of Payment to RAPS, Inc.

The invoices for services rendered by RAPS, Inc. in May 2024 through September 2024 were approved.

D. Approval of Payment to ABC Law

The invoice for services rendered by ABC Law in May 2024 through September 2024 were approved.

E. Draft 2025 Calendar of Meetings

The 2025 calendar of meetings was approved.

F. Financial Update Report

The financial update report was accepted.

**Motion made by Director Varela, seconded by Director Baillie to approve the consent agenda.
Motion passed unanimously.**

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

None.

Director Hernandez arrived.

8. PLANNING

A. Pajaro River Flood Risk Reduction Project Update

Dr. Mark Strudley, PRFMA Executive Director gave an update on the Pajaro River Flood Risk Reduction Project.

9. OTHER BUSINESS

None.

10. ADJOURNMENT

The meeting adjourned at 9:23 p.m.

DRAFT PRWFPA BOARD OF DIRECTORS MEETING ATTENDANCE & VOTING RECORD

BOARD MEETING DATE: November 1, 2024

Attendance (X= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)				
MEMBER	PRWFPA REP	Attendance	Item 6	
County of Monterey	Glenn Church	X	Y	
County of San Benito	Bea Gonzales	X	Y	
County of Santa Clara	Sylvia Arenas	X	*	
County of Santa Cruz	Felipe Hernandez	X	*	
Monterey County Water Resources Agency	John Baillie	X	Y	
San Benito County Water District	Sonny Flores	X	Y	
Santa Clara Valley Water District	Richard Varela	X	Y	
Zone 7 Flood Control	Nancy Bilicich	X	Y	
Associate Members (Non-Voting Members)				
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)

**THIS PAGE
IS
INTENTIONALLY
BLANK**



Gutierrez Consultants

December 24, 2024

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 October 1, 2024 through October 31, 2024. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 15. The invoice amount is \$759.00 and the balance remaining is \$68,689.00.

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.	P.O. Number	Service Period
12/24/24	1938		10/1/24-10/31/24

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	review Local Hazard Mitigation Plan needs and funding opportunities; prepare for and participate in October 15, 2024 SWG meeting; prepare for and participate in call regarding Pajaro BIRDS Grant; review grant application; identify other existing grants eligible for cost share match	2.75	276.00	759.00
			Total	\$759.00



Gutierrez Consultants

January 5, 2025

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 November 1, 2024 through November 30, 2024. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 15. The invoice amount is \$1,587.00 and the balance remaining is \$67,102.00.

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.	P.O. Number	Service Period
01/05/25	1944		11/1/24-11/30/24

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in November 1, 2024 Board of Directors meeting; review awarded Pajaro Bridge Infrastructure Resiliency and Design Study (Pajaro BIRDS) grant scope and budget; identify match opportunities from PRFMA and FPA; review City of Hollister Draft Climate Action Plan, Draft Agricultural Preservation Program; coordination regarding soap lake flood easements with community member	5.75	276.00	1,587.00
			Total	\$1,587.00



Gutierrez Consultants

January 15, 2025

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 December 1, 2024 through December 31, 2024. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 15. The invoice amount is \$276.00 and the balance remaining is \$66,826.00.

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.	P.O. Number	Service Period
01/17/25	1952		12/1/24-12/31/24

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in December 17, 2024 SWG meeting; general funding support regarding Pajaro BIRDS grant and match funding	1	276.00	276.00
			Total	\$276.00

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

October 31, 2024

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Service 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, 2019, June 5, 2020, June 4, 2021, June 3, 2022, June 2, 2023,
and June 24, 2024.

This letter is our billing for services rendered in the period **October 1 through October 31, 2024.**
The services included work under items 1 through 9 of the 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 **February 7, 2025.**

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

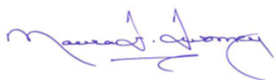
Work Element 530 - Agency Administration

Executive Coordinator	1 hours @	\$ 303.00	\$ 303.00
Director of Finance & Administration	0 hours @	\$ 250.00	\$ -
Principal Accountant	12 hours @	\$ 185.00	\$ 2,220.00
Associate Planner	0 hours @	\$ 195.00	\$ -
GIS Coordinator	0 hours @	\$ 195.00	\$ -
Clerk of the Board	8 hours @	\$ 198.00	\$ 1,584.00
Total	21	Subtotal	\$ 4,107.00

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 6/7/2019, 6/5/2020,
6/4/2021, 6/3/2022, 6/2/2023 and 6/24/2024.

Total now due: \$ 4,107.00

Sincerely,



Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
October 1 - October 31, 2024

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	303.00	303.00
Subtotal	1.00	303.00	303.00
Director of Finance & Administration			
Project 530 Admin	-	250.00	-
Subtotal	-	250.00	-
Principal Accountant			
Project 530 Admin	12.00	185.00	2,220.00
Subtotal	12.00	185.00	2,220.00
Associate Planner			
Project 530 Admin	-	195.00	-
Subtotal	-	195.00	-
GIS Coordinator			
Project 530 Admin	-	195.00	-
Subtotal	-	195.00	-
Clerk of the Board			
Project 530 Admin	8.00	198.00	1,584.00
Subtotal	8.00	198.00	1,584.00
Total	21.00		4,107.00

Tasks Completed:

Executive Coordinator

Preparation of the October 15, 2024 Staff Working Group (SWG) agenda; Attendance of the October 15, 2024 SWG meeting; Preparation of the November 1, 2024 PRWFPA Board of Directors agenda.

Director of Finance Administration

Principal Accountant

Preparation of Board items and agenda review. FY23-24 Audit related work.

GIS Coordinator

Associate Planner

Clerk of the Board

Preparation and distribution of the October 15, 2024 Staff Working Group (SWG) agenda; Attendance of the October 15, 2024 SWG meeting; Preparation and distribution of the November 1, 2024 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, 2024	\$ -	\$ 45,000.00
August, 2024	\$ 501.00	\$ 44,499.00
September, 2024	\$ 1,782.00	\$ 42,717.00
October, 2024	\$ 4,107.00	\$ 38,610.00
November, 2024	\$ -	\$ 38,610.00
December, 2024	\$ -	\$ 38,610.00
January, 2025	\$ -	\$ 38,610.00
February, 2025	\$ -	\$ 38,610.00
March, 2025	\$ -	\$ 38,610.00
April, 2025	\$ -	\$ 38,610.00
May, 2025	\$ -	\$ 38,610.00
June, 2025	\$ -	\$ 38,610.00
Subtotal	\$ 6,390.00	\$ 38,610.00
Balance Available		<u>\$ 38,610.00</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

November 30, 2024

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Service 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, 2019, June 5, 2020, June 4, 2021, June 3, 2022, June 2, 2023, and June 24, 2024.

This letter is our billing for services rendered in the period **November 1 through November 30, 2024.** The services included work under items 1 through 9 of the 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 **February 7, 2025.**

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

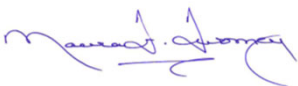
Work Element 530 - Agency Administration

Executive Coordinator	0 hours @	\$ 303.00	\$ -
Director of Finance & Administration	0 hours @	\$ 250.00	\$ -
Principal Accountant	8 hours @	\$ 185.00	\$ 1,480.00
Associate Planner	0 hours @	\$ 195.00	\$ -
GIS Coordinator	0 hours @	\$ 195.00	\$ -
Clerk of the Board	5 hours @	\$ 198.00	\$ 990.00
Total	<u>13</u>	Subtotal	<u>\$ 2,470.00</u>

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 6/7/2019, 6/5/2020, 6/4/2021, 6/3/2022, 6/2/2023 and 6/24/2024.

Total now due: \$ 2,470.00

Sincerely,



Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
November 1 - November 30, 2024

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	-	303.00	-
Subtotal	-	303.00	-
Director of Finance & Administration			
Project 530 Admin	-	250.00	-
Subtotal	-	250.00	-
Principal Accountant			
Project 530 Admin	8.00	185.00	1,480.00
Subtotal	8.00	185.00	1,480.00
Associate Planner			
Project 530 Admin	-	195.00	-
Subtotal	-	195.00	-
GIS Coordinator			
Project 530 Admin	-	195.00	-
Subtotal	-	195.00	-
Clerk of the Board			
Project 530 Admin	5.00	198.00	990.00
Subtotal	5.00	198.00	990.00
Total	13.00		2,470.00

Tasks Completed:

Executive Coordinator

Director of Finance Administration

Principal Accountant

FY23-24 Audit related work.

GIS Coordinator

Associate Planner

Clerk of the Board

Attendance of the November 1, 2024 PRWFPA Board of Directors meeting; Follow up for the November 1, 2024 Board of Directors meeting includes: travel to Watsonville to meet with Chair to sign checks and development of draft minutes; Preparation of administrative materials for the FY 2023-24 PRWFPA audit.

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

Invoice for PRWFPA
November 1 - November 30, 2024

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	-	303.00	-
Subtotal	-	303.00	-
Director of Finance & Administration			
Project 530 Admin	-	250.00	-
Subtotal	-	250.00	-
Principal Accountant			
Project 530 Admin	8.00	185.00	1,480.00
Subtotal	8.00	185.00	1,480.00
Associate Planner			
Project 530 Admin	-	195.00	-
Subtotal	-	195.00	-
GIS Coordinator			
Project 530 Admin	-	195.00	-
Subtotal	-	195.00	-
Clerk of the Board			
Project 530 Admin	5.00	198.00	990.00
Subtotal	5.00	198.00	990.00
Total	13.00		2,470.00

Tasks Completed:

Executive Coordinator

Director of Finance Administration

Principal Accountant

FY23-24 Audit related work.

GIS Coordinator

Associate Planner

Clerk of the Board

Attendance of the November 1, 2024 PRWFPA Board of Directors meeting; Follow up for the November 1, 2024 Board of Directors meeting includes: travel to Watsonville to meet with Chair to sign checks and development of draft minutes; Preparation of administrative materials for the FY 2023-24 PRWFPA audit.

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

December 31, 2024

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Service 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, 2019, June 5, 2020, June 4, 2021, June 3, 2022, June 2, 2023,
and June 24, 2024.

This letter is our billing for services rendered in the period **December 1 through December 31, 2024.**
The services included work under items 1 through 9 of the 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 **February 7, 2025.**

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

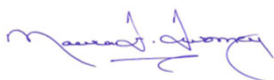
Work Element 530 - Agency Administration

Executive Coordinator	1 hours @	\$ 303.00	\$ 303.00
Director of Finance & Administration	0 hours @	\$ 250.00	\$ -
Principal Accountant	0 hours @	\$ 185.00	\$ -
Associate Planner	0 hours @	\$ 195.00	\$ -
GIS Coordinator	0 hours @	\$ 195.00	\$ -
Clerk of the Board	0 hours @	\$ 198.00	\$ -
Total	<u>1</u>	Subtotal	<u>\$ 303.00</u>

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 6/7/2019, 6/5/2020,
6/4/2021, 6/3/2022, 6/2/2023 and 6/24/2024.

Total now due: \$ 303.00

Sincerely,



Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
December 1 - December 31, 2024

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	303.00	303.00
Subtotal	1.00	303.00	303.00
Director of Finance & Administration			
Project 530 Admin	-	250.00	-
Subtotal	-	250.00	-
Principal Accountant			
Project 530 Admin	-	185.00	-
Subtotal	-	185.00	-
Associate Planner			
Project 530 Admin	-	195.00	-
Subtotal	-	195.00	-
GIS Coordinator			
Project 530 Admin	-	195.00	-
Subtotal	-	195.00	-
Clerk of the Board			
Project 530 Admin	-	198.00	-
Subtotal	-	198.00	-
Total	1.00		303.00

Tasks Completed:

Executive Coordinator

Preparation of the December 17, 2024 Staff Working Group agenda; Attendance of the December 17, 2024 Staff Working Group meeting.

Director of Finance Administration

Principal Accountant

GIS Coordinator

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, 2024	\$ -	\$ 45,000.00
August, 2024	\$ 501.00	\$ 44,499.00
September, 2024	\$ 1,782.00	\$ 42,717.00
October, 2024	\$ 4,107.00	\$ 38,610.00
November, 2024	\$ 2,470.00	\$ 36,140.00
December, 2024	\$ 303.00	\$ 35,837.00
January, 2025	\$ -	\$ 35,837.00
February, 2025	\$ -	\$ 35,837.00
March, 2025	\$ -	\$ 35,837.00
April, 2025	\$ -	\$ 35,837.00
May, 2025	\$ -	\$ 35,837.00
June, 2025	\$ -	\$ 35,837.00
Subtotal	\$ 9,163.00	\$ 35,837.00
Balance Available		<u>\$ 35,837.00</u>

**THIS PAGE
IS
INTENTIONALLY
BLANK**

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: February 7, 2025

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 Board packet includes the year-to-date financial reports through December 31, 2024, as well as a budget-to-actual comparison for fiscal year (FY) 2024-2025. Amounts in the financial update report are unaudited.

The Balance Sheet reflects a cash balance of \$785,869.44. There were no accounts receivables outstanding as of December 31, 2024. The current liabilities balance is \$10,394.62. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2024, through December 31, 2024, 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 (BOD) agenda preparation and meeting attendance.
- Gutierrez Consultants: Work associated with Soap Lake Project, Gonzales sale, Willoughby Claim, and SWG & BOD meetings preparation and attendance.
- Atchinson Barisone & Condotti: Legal services regarding of Gonzales sale and Willoughby claim.
- Planeteria Media: Maintain website.

Expenses for the period of July 1, 2024, through December 31, 2024 totaled \$14,778.31, which included professional services and other expenses.

PRWFPA’s Profit and Loss Statement reflects an excess of revenue over expense of \$68,668.41 for the period July 1, 2024, through December 31, 2024.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For
Period July 1, 2024 Through December 31, 2024**

Expense	Budget December 2024	Actual December 2024	Difference
Professional Services	\$ 70,595.00	\$ 12,395.40	\$ 58,199.60
Insurance	\$ 700.00	\$ 1,171.09	\$ (471.09)
Supplies	\$ 4,975.00	\$ 1,092.96	\$ 3,882.04
Travel	\$ 4,250.00	\$ 118.86	\$ 4,131.14
Total	<u>\$ 80,520.00</u>	<u>\$ 14,778.31</u>	<u>\$ 65,741.69</u>
Revenue			
State/Local Revenue *	\$ 42,500.00	\$ 83,446.72	\$ 40,946.72
* State/Local Revenue does not include \$76,040.00 which will be used from reserves as needed			


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 a variety of factors. As a result, there will be fluctuations from budget-to-actual during the fiscal year.

ATTACHMENTS:

1. Balance Sheet as of December 31, 2024
2. Profit and Loss Statement: July 1, 2024 through December 31, 2024
3. Accounts Payable Aging Detail as of December 31, 2024
4. Check Register: October 1, 2024, through December 31, 2024

APPROVED BY:



 Maura F. Twomey, Executive Coordinator

Pajaro River Watershed Flood Prevention Authority

Balance Sheet

Attachment 1

As of December 31, 2024

December 31, 2024**ASSETS**

Current Assets

Cash and Cash Equivalents

Cash in Bank Checking

635,727.07

LAIF Account

150,142.37

Total Cash and Cash Equivalents

\$ 785,869.44

Accounts Receivable

Accounts Receivable

-

Total Accounts Receivable

\$ -**TOTAL ASSETS****\$ 785,869.44****LIABILITIES & FUND BALANCE**

Liabilities

Current Liabilities

Accounts Payable

10,394.62

Total Current Liabilities

\$ 10,394.62

Total Liabilities

\$ 10,394.62

Fund Balance - Unrestricted

Fund Balance - Beginning of Fiscal Year

706,806.41

Net Income/(Loss)

68,668.41

Total Fund Balance - Unrestricted

775,474.82**TOTAL LIABILITIES & FUND BALANCE****785,869.44**

Pajaro River Watershed Flood Prevention Authority

Profit Loss

Attachment 2

July 1, 2024 through December 31, 2024

	July 1, 2024 - December 31, 2024	July 1, 2024 - December 31, 2024
Income		
Interest		3,446.72
Member Dues		80,000.00
Total Income	\$	<u>83,446.72</u>
Expense		
Gutierrez Consultants		3,174.00
Regional Analysis & Planning Services, Inc. (RAPS)		9,163.00
Insurance		1,171.09
Legal Services		58.40
Other Expense		
Web Hosting/Maintenance Costs	1,092.96	
Travel	118.86	
Total Other Expense		<u>1,211.82</u>
Total Expense	\$	<u>14,778.31</u>
Net Income/(Loss)	\$	<u><u>68,668.41</u></u>

Pajaro River Watershed Flood Prevention Authority

A/P Aging Detail

Attachment 3

As of December 31, 2024

Date	Num	Name	Due Date	Open Balance
12/31/2024	22059	AMBAG	12/31/2024	50.00
10/31/2024	1938	Gutierrez Consultants	01/29/2025	759.00
11/30/2024	1164	Regional Analysis & Planning Services	01/29/2025	2,470.00
11/30/2024	1944	Gutierrez Consultants	02/28/2025	1,587.00
12/31/2024	1165	Regional Analysis & Planning Services	03/01/2025	303.00
12/31/2024	1952	Gutierrez Consultants	03/31/2025	276.00
10/31/2024	1163	Regional Analysis & Planning Services	12/30/2024	4,107.00
11/11/2024	3405473735	AMBAG	11/11/2024	599.98
11/30/2024	21970	AMBAG	11/30/2024	50.00
10/31/2024	21869	AMBAG	10/31/2024	50.00
09/18/2024	3303461413	AMBAG	09/18/2024	142.64
Total				<u><u>\$10,394.62</u></u>

Pajaro River Watershed Flood Prevention Authority
Check Register

Attachment 4

October 1, 2024 through December 31, 2024

Memo

Date	Num	Name	Memo	Amount
10/24/2024	979	AMBAG	Website Monthly Maintenance - June - September 2024, Website Security, Web Domain, Travel	395.51
10/24/2024	980	Atchison Barisone & Condotti	Legal services provided for the months of May - September 2024	2,572.50
10/24/2024	981	Gutierrez Consultants	May - September 2024 Lake Floodplain Preservation Project Services & Meetings	1,219.50
10/24/2024	982	Regional Analysis & Planning Services	RAPS WE 530 Agency Administration - May and September 2024	10,120.00
TOTAL				<u>\$ 14,307.51</u>

2025 PRWFPA Meeting Calendar

April 4, 2025: **Zoom Webinar**
Meeting Time: 9 am

June 6, 2025: **Zoom Webinar**
Meeting Time: 9 am

September 5, 2025: **Zoom Webinar**
Meeting Time: 9 am

November 7, 2025: **Zoom Webinar**
Meeting Time: 9 am

**THIS PAGE
IS
INTENTIONALLY
BLANK**

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