

## 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: April 10, 2026**

**TIME: 9:00 AM**

**LOCATION: Zoom Webinar**

**To participate virtually, use the following link:  
Para participar de forma virtual, utilice el siguiente enlace:**

<https://us06web.zoom.us/j/89962297761?pwd=oT0wb5JEbdOqv0riaTiK7JiKD25Mfc.1>

Or Telephone:  
Dial: +16694449171  
Webinar ID: 899 6229 7761  
Passcode: 159434

*Members of the public who wish to address the PRWFPA Board of Directors on an item to be considered at this meeting, can do so in person, virtually, or via email. Written public comment can be submitted at [info@ambaq.org](mailto:info@ambaq.org) or by emailing the Clerk of the Board at [aflores@ambaq.org](mailto:aflores@ambaq.org). The subject line should read "Public Comment for the April 10, 2026 Board of Directors Meeting." Written comments will be distributed to the PRWFPA Board of Directors prior to the meeting.*

*Miembros del publico que desean dirigirse a la mesa directiva de PRWFPA con respecto a cualquier asunto en esta agenda, pueden hacerlo en persona, de forma virtual o por correo electrónico. Los comentarios públicos por escrito pueden enviarse a [info@ambaq.org](mailto:info@ambaq.org) o al correo electrónico de la Secretaria, [aflores@ambaq.org](mailto:aflores@ambaq.org). El asunto del correo electrónico debe indicar: "Comentario público para la reunión de la mesa directiva del 10 de abril de 2026". Los comentarios por escrito se distribuirán a los miembros de la mesa directiva de PRWFPA antes de la reunión.*

**PRWFPA Board Member(s) Meeting Remotely:**

<b>Sylvia Arenas:</b>	<b>70 West Hedding Street, 10<sup>th</sup> Floor, San Jose, CA 95110</b>	<b>408-299-5010</b>
<b>John Baillie:</b>	<b>346 W. Market Street, Salinas, CA 93901</b>	<b>831-998-8511</b>
<b>Nancy Bilicich:</b>	<b>294 Green Valley Road, Watsonville, CA 95076</b>	<b>831-786-2160</b>
<b>Glenn Church:</b>	<b>11140 Speegle St., Castroville, CA 95012</b>	<b>831-755-5022</b>
<b>Sonny Flores:</b>	<b>30 Mansfield Rd., Hollister, CA 95023</b>	<b>831-637-8218</b>
<b>Felipe Hernandez:</b>	<b>150 Westridge, Watsonville, CA 95076</b>	<b>831-737-4392</b>
<b>Richard Santos:</b>	<b>3580 Sierra Road, San Jose, CA 95132</b>	<b>408-630-2277</b>
<b>Mindy Sotelo:</b>	<b>481 4<sup>th</sup> St., 1<sup>st</sup> Floor, Hollister, CA 95023</b>	<b>831-636-4000</b>
<b>John Varela:</b>	<b>15685 La Bella Court, Morgan Hill, CA 95037</b>	<b>408-630-2277</b>

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. JUST CAUSE ATTENDANCE**

**Recommended Action: INFORMATION**

- Maura Twomey, Executive Director

Receive oral report.

**4. ROLL CALL**

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

(A maximum of two minutes on any subject not on the agenda)

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

**7. PRESENTATIONS**

**A. Audited Financial Statements for Fiscal Year (FY) 2024-2025**

**Recommended Action: INFORMATION**

- Maura Twomey, Executive Coordinator

Receive a presentation from Christopher Padilla, CPA from Moss, Levy & Hartzheim, LLP, on the PRWFPA's Audited Financial Statements for FY 2024-2025. (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. Ralph M. Brown Act Teleconferencing Resolution**

- Maura Twomey, Executive Coordinator

Adopt Resolution 2026-01 and Resolution 2026-02 to enable multijurisdictional and eligible subsidiary body to utilize provisions of Government Code Section 54953.8.7 and 54953.8.6 authorizing teleconferencing for meetings. (Page 9)

**B. Minutes of the February 6, 2026 Board of Directors Meeting**

- Ana Flores, RAPS, Inc.

Approve the minutes of the February 6, 2026 Board of Directors meeting. (Page 13)

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

- Lidia Gutierrez, Gutierrez Consultants

Approve the January 2026 - February 2026 invoice for services rendered by Gutierrez Consultants. (Page 17)

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

- Maura Twomey, RAPS, Inc.

Approve the January 2026 and February 2026 invoices for services rendered by RAPS, Inc. (Page 19)

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

- Maura Twomey, RAPS, Inc.

Approve the January 2026 invoice for services rendered by ABC Law. (Page 25)

**F. Financial Update Report**

- Jessica Agee, RAPS, Inc.

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

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

**10. PLANNING**

**A. Pajaro River at Watsonville Project Update**

**Recommended Action: INFORMATION**

- Roxanne Grillo, PRFMA Deputy Executive Director

Receive an update on the Pajaro River at Watsonville Project.

**11. OTHER BUSINESS**

**12. ADJOURN**

**REFERENCE ITEMS:**

- A. 2026 Calendar of Meetings (Page 33)
- B. Acronym Guide (Page 35)

**NEXT BOARD OF DIRECTORS MEETING:**

**Date:** June 5, 2026  
**Location:** Zoom Webinar  
**Time:** 9:00 AM

*If requested, the agenda or materials 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, AMBAG, 831-883-3750, or email [aflores@ambag.org](mailto:aflores@ambag.org) at least 48 hours prior to the meeting date. Pursuant to Government Code Section 54952.7, please find Chapter 9, also known as the Ralph M. Brown Act using the following link:*  
[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?division=2.&chapter=9.&art=1.&lawCode=GOV&title=5](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=2.&chapter=9.&art=1.&lawCode=GOV&title=5)

*Si se solicita, la agenda y materiales estarán disponibles en formatos alternativos apropiados para personas con discapacidad, requerido por Sección 202 de la Ley de Estadounidenses con Discapacidades de 1990 (42 USC, Sec. 12132) y las normas y reglamentos federales adoptados para su implementación. Si necesita alguna modificación o adaptación relacionada con una discapacidad, incluyendo ayudas o servicios auxiliares, comuníquese con Ana Flores, AMBAG, al 831-883-3750 o envíe un correo electrónico a [aflores@ambag.org](mailto:aflores@ambag.org) con al menos 48 horas de anticipación a la fecha de la reunión de la junta directiva. De conformidad con la Sección 54952.7 del Código de Gobierno, por favor consulte el Capítulo 9, también conocido como la Ley Ralph M. Brown.*  
[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?division=2.&chapter=9.&art=1.&lawCode=GOV&title=5](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=2.&chapter=9.&art=1.&lawCode=GOV&title=5)

## MEMORANDUM

**TO:** PRWFPA Board of Directors

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

**RECOMMENDED BY:** Jessica Agee, Director of Finance & Administration

**SUBJECT:** Audited Financial Statements for FY 2024-2025

**MEETING DATE:** April 10, 2026

### RECOMMENDATION:

Receive presentation from Moss, Levy & Hartzheim, LLP, on PRWFPA's Audited Financial Statements for fiscal year (FY) 2024-2025.

### 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 2024-2025 are for the period ending June 30, 2025. PRWFPA received an unmodified ("clean") opinion.

The Audited Financial Statements for FY 2024-2025 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 2024-2025 discloses management’s perspective on the financial position of PRWFPA. PRWFPA had a positive net position of \$750,533 representing an increase of \$43,727 over the prior year fiscal year.

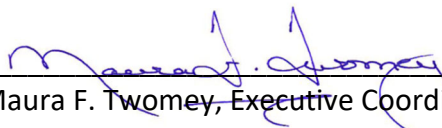
**COORDINATION:**

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 2025 GAAS
2. Audited Financial Statements for FY 2024-2025 (separately enclosed)

**APPROVED BY:**

  
\_\_\_\_\_  
Maura F. Twomey, Executive Coordinator

**Attachment 1**  
**Communication with Those Charged**  
**with Governance at the Conclusion of the Audit**

February 12, 2026

To the Board of Directors  
Pajaro River Watershed Flood Prevention Authority

We have audited the financial statements of the governmental activities and the General Fund of Pajaro River Watershed Flood Prevention Authority (the “Authority”) for the year ended June 30, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated July 10, 2025. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Matters**

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Pajaro River Watershed Flood Prevention Authority are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during June 30, 2025. We noted no transactions entered into by Pajaro River Watershed Flood Prevention Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the Authority’s financial statements was:

*Fair Value of Investments* – Management’s estimate of the fair value of investments in the Local Agency Investment Fund (LAIF) is based on the Authority’s pro-rata share of the fair value provided by LAIF for the entire portfolio. We evaluated the reasonableness of the fair value measurement in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of cash and investments in Note 2 to the financial statements, which includes information about interest rate risk, credit risk, custodial credit risk, and the fair value measurement of investments in the Local Agency Investment Fund.

*Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

*Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management.

Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

*Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the management representation letter dated February 12, 2026.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Pajaro River Watershed Flood Prevention Authority's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Pajaro River Watershed Flood Prevention Authority's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

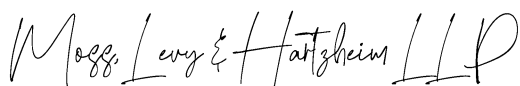
**Other Matters**

We applied certain limited procedures to the Budgetary Comparison Schedule – General Fund, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

**Restriction on Use**

This information is intended solely for the information and use of the Board of Trustees and management of Pajaro River Watershed Flood Prevention Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,



Moss, Levy, & Hartzheim LLP

## MEMORANDUM

**TO:** PRWFPA Board of Directors

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

**SUBJECT:** Ralph M. Brown Act Teleconferencing Resolution

**MEETING DATE:** April 10, 2026

### RECOMMENDATION:

1. Adopt Resolution 2026-1 to enable the AMBAG Board to utilize the Multijurisdictional Body provisions of Government Code 54953.8.7 allowing teleconferencing pursuant to Senate Bill 707.
2. Adopt Resolution 2026-2 to enable the PRWFPA's Eligible Subsidiary Bodies to utilize the provisions of Government Code 54953.8.6 allowing teleconferencing pursuant to Senate Bill 707.

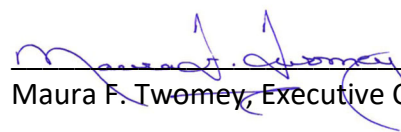
### BACKGROUND/DISCUSSION:

On October 3, 2025, Governor Newsom signed Senate Bill 707 (SB 707) into law, making significant changes to the Ralph M. Brown Act, which governs open meetings for local government agencies in California. Effective January 1, 2026, SB 707 created Government Code Section 54953.8.7, which expanded the ability of "multijurisdictional" and "eligible subsidiary" bodies to use teleconferencing for meeting participation. A "multijurisdictional body" means a legislative body which includes representatives from more than one county, city, city/county, special district, or joint powers agency. An "eligible subsidiary body" is defined as a Legislative Body under the Ralph M. Brown Act which serves exclusively in an advisory capacity, lacks authority to take final action. In order to avail itself of Government Code section 54953.8.7 and 54953.8.6, a multijurisdictional body must adopt a resolution in open session authorizing the use of teleconferencing for meetings pursuant to Government Code section 54953.8.7. Doing so will create additional flexibility for PRWFPA's Board members and its eligible subsidiary bodies.

### ATTACHMENTS:

1. Resolution 2026-1
2. Resolution 2026-2

**APPROVED BY:**

  
Maura F. Twomey, Executive Coordinator

**A RESOLUTION OF THE PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY  
APPROVING THE USE OF THE MULTIJURISDICTIONAL BROWN ACT PROVISION PURSUANT TO  
GOVERNMENT CODE SECTION 54953.8.7**

**WHEREAS**, the Pajaro River Watershed Flood Prevention Authority (PRWFPA) is a multijurisdictional Joint Powers Agency providing services for the counties of Monterey, Santa Cruz, San Benito, and Santa Clara; and

**WHEREAS**, PRWFPA is subject to the Ralph M. Brown Act open meeting law; and

**WHEREAS**, the California Legislature approved and the Governor signed AB 707 (2025), which amended the Brown Act, including provisions applicable to joint powers agencies covered by the Brown Act; and

**WHEREAS**, one of the amendments created Government Code section 54953.8.7, which expanded teleconferencing participation options for board members of a multijurisdictional body such as the PRWFPA upon the adoption of a resolution authorizing the use of teleconferencing for meetings; and

**WHEREAS**, by this Resolution AMBAG desires to authorize the use of the teleconferencing provisions allowed under Government Code section 54953.8.7.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Pajaro River Watershed Flood Prevention Authority does hereby authorize the use of teleconferencing under Government Code Section 54953.8.7.

**PASSED AND ADOPTED** this 10th day of April 2026.

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Nancy Bilicich, Chair

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Maura F. Twomey, Executive Director

**A RESOLUTION OF THE PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY TO ALLOW TELECONFERENCING FOR ALL PRWFPA ELIGIBLE SUBSIDIARY BODIES PURSUANT TO GOVERNMENT CODE SECTION 54953.8.6**

**WHEREAS**, California law established teleconferencing requirements for Eligible Subsidiary Bodies in Government Code Section 54953.8.6, effective January 1, 2026; and

**WHEREAS**, an “Eligible Subsidiary Body” is defined as a Legislative Body under the Ralph M. Brown Act which serves exclusively in an advisory capacity, lacks authority to take final action, and further lacks primary subject matter jurisdiction on elections, budgets, police oversight, privacy, public library material access, or taxes or related spending proposals; and

**WHEREAS**, the Board of Directors has considered the circumstances of its Eligible Subsidiary Bodies and finds that teleconference meetings would enhance public access, provided the Eligible Subsidiary Bodies notify the public of remote participation by Zoom, or a similar teleconferencing platform, in their agendas; and

**WHEREAS**, the Board of Directors further finds teleconferenced meeting would promote the attraction, retention, and diversity of Eligible Subsidiary Body members; and

**WHEREAS**, Government Code Section 54953.8.6 requires the Board of Directors to reauthorize teleconferencing of Eligible Subsidiary Bodies every six months.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Pajaro River Watershed Flood Prevention Authority that PRWFPA’s Eligible Subsidiary Bodies are hereby authorized to use teleconferencing pursuant to Government Code Section 54953.8.6 until October 31, 2026.

**PASSED AND ADOPTED** this 10th day of April 2026.

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Nancy Bilicich, Chair

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Maura F. Twomey, Executive Director

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

February 6, 2026

**1. CALL TO ORDER**

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Bilicich presiding, convened via Zoom Webinar at 9:04 am on Friday, February 6, 2026.

**2. PLEDGE OF ALLEGIANCE**

Director Church led the Pledge of Allegiance.

**3. JUST CAUSE ATTENDANCE**

None.

**4. ROLL CALL**

<b>Members – Board of Directors</b>	<b>Representative</b>	<b>Present</b>	<b>Absent</b>
County of San Benito	Supervisor Mindy Sotelo	X	
County of Santa Cruz	Supervisor Felipe Hernandez	X	
County of Monterey	Supervisor Glenn Church	X	
County of Santa Clara	Supervisor Sylvia Arenas	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)	Vacant	n/a	n/a

**Others Present:** Richard Santos, PRWFPA Alternate, Valley Water; Lidia Gutierrez, Gutierrez Consultants; Bhavani Yerrapotu, Valley Water; Cristian Correjo; Roxanne Grillo, PRFMA; CJ Miller; Elizabeth Lippa, Will Condon, Maura Twomey, and Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

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

There were no written or oral comments.

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

There were no comments from the Board.

**7. ELECTION OF OFFICERS**

Supervisor Hernandez nominated Director Bilicich as Chair and Director Varela as Vice Chair of the PRWFPA Board of Directors.

**Motion made by Supervisor Hernandez, seconded by Director Flores to elect Director Bilicich as Chair and Director Varela as Vice Chair of the PRWFPA Board of Directors. Motion passed unanimously.**

**8. CONSENT**

**A. Minutes of the September 5, 2025 Board of Directors Meeting**

The minutes of the September 5, 2025 Board of Directors meeting were approved.

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

The invoices for services rendered by Gutierrez Consultants from August 2025 through December 2025 were approved.

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

The invoices for services rendered by RAPS, Inc. in August 2025 through December 2025 were approved.

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

The invoice for services rendered by ABC Law in August 2025 through October 2025 were approved.

**E. Draft 2026 Calendar of Meetings**

The 2026 calendar of meetings was approved.

**F. Financial Update Report**

The financial update report was accepted.

**Motion made by Director Varela, seconded by Director Hernandez 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 Watsonville Project Update**

Roxanne Grillo, PRWFPA Deputy Executive Director gave an update on the Pajaro River Watsonville Project.

**11. OTHER BUSINESS**

None.

**12. ADJOURNMENT**

The meeting adjourned at 9:23 a.m.

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

**BOARD MEETING DATE: February 6, 2026**

<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>	<b>Item 8.A</b>
County of Monterey	Glenn Church	X	Y	Y
County of San Benito	Mindy Sotelo	X	Y	Y
County of Santa Clara	Sylvia Arenas	X	Y	Y
County of Santa Cruz	Felipe Hernandez	X	Y	Y
Monterey County Water Resources Agency	John Baillie	AB	n/a	n/a
San Benito County Water District	Sonny Flores	X	Y	Y
Santa Clara Valley Water District	Richard Varela	X	Y	Y
Zone 7 Flood Control	Nancy Bilicich	X	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)	Vacant	n/a		

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



## Gutierrez Consultants

March 12, 2026

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, 2026 through February 28, 2026. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 16. The invoice amount is \$1,144.00 and the budget remaining is \$60,848.00.

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.	P.O. Number	Service Period
02/26/26	2059		1/1/26-2/28/26

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	General project management and coordination; review and edit budget management analysis for audit; prepare FPPC 2025-2026 Form 700; prepare for and participate in February 6, 2026 FPA Board Meeting	4	286.00	1,144.00
			<b>Total</b>	<b>\$1,144.00</b>

# 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, 2026

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, June 24, 2024 and **June 6, 2025**.

This letter is our billing for services rendered in the period **January 1 through January 31, 2026**. 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 **April 10, 2026**.

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 @	\$ 333.00	\$ 666.00
Director of Finance & Administration	5 hours @	\$ 275.00	\$ 1,375.00
Principal Accountant	4 hours @	\$ 204.00	\$ 816.00
Associate Planner	0 hours @	\$ 214.00	\$ -
GIS Coordinator	0 hours @	\$ 215.00	\$ -
Clerk of the Board	1 hours @	\$ 202.00	\$ 202.00
Total	<u>12</u>	Subtotal	<u>\$ 3,059.00</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, 6/24/2024 and June 6, 2025.

Total now due: \$ 3,059.00

Sincerely,



Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
January 1 - January 31, 2026

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	2.00	333.00	666.00
Subtotal	<u>2.00</u>	<u>333.00</u>	<u>666.00</u>
Director of Finance & Administration			
Project 530 Admin	5.00	275.00	1,375.00
Subtotal	<u>5.00</u>	<u>275.00</u>	<u>1,375.00</u>
Princial Accountant			
Project 530 Admin	4.00	204.00	816.00
Subtotal	<u>4.00</u>	<u>204.00</u>	<u>816.00</u>
Associate Planner			
Project 530 Admin	-	214.00	-
Subtotal	<u>-</u>	<u>214.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	-	215.00	-
Subtotal	<u>-</u>	<u>215.00</u>	<u>-</u>
Clerk of the Board			
Project 530 Admin	1.00	202.00	202.00
Subtotal	<u>1.00</u>	<u>202.00</u>	<u>202.00</u>
Total	<u>12.00</u>		<u>3,059.00</u>

**Tasks Completed:**

**Executive Coordinator**

Preparation of the January 20, 2026 Staff Working Group agenda; Preparation of the February 6, 2026 PRWFPA Board of Directors agenda.

**Director of Finance Administration**

Audit and Financial related work for the month of January 2026.

**Principal Accountant**

Audit and Financial related work for the month of January 2026.

**GIS Coordinator**

**Associate Planner**

**Clerk of the Board**

Preparation of the January 20, 2026 Staff Working Group agenda; Cancellation of the January 20, 2026 Staff Working Group meeting. FPPC: review of eDisclosure site.

# REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	WE 530 Admin	Remaining
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2025	\$ -	\$ 45,000.00
August, 2025	\$ 2,282.00	\$ 42,718.00
September, 2025	\$ 2,727.50	\$ 39,990.50
October, 2025	\$ 3,948.00	\$ 36,042.50
November, 2025	\$ 550.00	\$ 35,492.50
December, 2025	\$ 408.00	\$ 35,084.50
January, 2026	\$ 3,059.00	\$ 32,025.50
February, 2026	\$ -	\$ 32,025.50
March, 2026	\$ -	\$ 32,025.50
April, 2026	\$ -	\$ 32,025.50
May, 2026	\$ -	\$ 32,025.50
June, 2026	\$ -	\$ 32,025.50
<b>Subtotal</b>	<b>\$ 12,974.50</b>	<b>\$ 32,025.50</b>
Balance Available		\$ 32,025.50

# 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, 2026

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, June 24, 2024 and **June 6, 2025.**

This letter is our billing for services rendered in the period **February 1 through February 28, 2026.** 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 **April 10, 2026.**

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 @	\$ 333.00	\$ 999.00
Director of Finance & Administration	3 hours @	\$ 275.00	\$ 825.00
Principal Accountant	4 hours @	\$ 204.00	\$ 816.00
Associate Planner	1 hours @	\$ 214.00	\$ 214.00
GIS Coordinator	0 hours @	\$ 215.00	\$ -
Clerk of the Board	9 hours @	\$ 202.00	\$ 1,818.00
Total	<u>20</u>	Subtotal	<u>\$ 4,672.00</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, 6/24/2024 and June 6, 2025.

Total now due: \$ 4,672.00

Sincerely,



Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
February 1 - February 28, 2026

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	3.00	333.00	999.00
Subtotal	<u>3.00</u>	<u>333.00</u>	<u>999.00</u>
Director of Finance & Administration			
Project 530 Admin	3.00	275.00	825.00
Subtotal	<u>3.00</u>	<u>275.00</u>	<u>825.00</u>
Princial Accountant			
Project 530 Admin	4.00	204.00	816.00
Subtotal	<u>4.00</u>	<u>204.00</u>	<u>816.00</u>
Associate Planner			
Project 530 Admin	1.00	214.00	214.00
Subtotal	<u>1.00</u>	<u>214.00</u>	<u>214.00</u>
GIS Coordinator			
Project 530 Admin	-	215.00	-
Subtotal	<u>-</u>	<u>215.00</u>	<u>-</u>
Clerk of the Board			
Project 530 Admin	9.00	202.00	1,818.00
Subtotal	<u>9.00</u>	<u>202.00</u>	<u>1,818.00</u>
Total	<u>20.00</u>		<u>4,672.00</u>

**Tasks Completed:**

**Executive Coordinator**

Attendance of the PRWFPA February 6, 2026 Board of Directors meeting; Cancellation of the February 17, 2026 meeting.

**Director of Finance Administration**

Audit and Financial related work for the month of February 2026.

**Principal Accountant**

Audit and Financial related work for the month of February 2026.

**GIS Coordinator**

**Associate Planner**

**Clerk of the Board**

Preparation for the PRWFPA February 6, 2026 Board of Directors meeting; Attendance of the PRWFPA February 6, 2026 Board of Directors meeting & follow up; Travel to Watsonville for Chair signature; Website update; Cancellation of the February 17, 2026 meeting.

# REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	WE 530 Admin	Remaining
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2025	\$ -	\$ 45,000.00
August, 2025	\$ 2,282.00	\$ 42,718.00
September, 2025	\$ 2,727.50	\$ 39,990.50
October, 2025	\$ 3,948.00	\$ 36,042.50
November, 2025	\$ 550.00	\$ 35,492.50
December, 2025	\$ 408.00	\$ 35,084.50
January, 2026	\$ 3,059.00	\$ 32,025.50
February, 2026	\$ 4,672.00	\$ 27,353.50
March, 2026	\$ -	\$ 27,353.50
April, 2026	\$ -	\$ 27,353.50
May, 2026	\$ -	\$ 27,353.50
June, 2026	\$ -	\$ 27,353.50
<b>Subtotal</b>	<b>\$ 17,646.50</b>	<b>\$ 27,353.50</b>
Balance Available		\$ 27,353.50

# Atchison Barisone & Condotti LLP

PO Box 481  
Santa Cruz, CA 95061  
TAX ID 39-3732872

February 12, 2026

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

Re:

Dear Pajaro River Watershed Flood  
Prevention Authority,

Enclosed is invoice 35018, which covers services from 1/1/2026 to 1/31/2026. This invoice, dated 2/12/2026, is for \$239.20. Your total balance, including past charges, is \$2403.15. Prompt payment of your total balance is appreciated.

## Billing Summary

Total for services rendered	\$239.20
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	\$0.00
Total previous balance	\$2,163.95
<b>Balance Due</b>	<b>\$2,403.15</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  
Office Manager

The Subsequent Pages are Confidential and Attorney-Client  
Privileged.

**Atchison Barisone & Condotti LLP**

PO Box 481  
 Santa Cruz, CA 95061  
 TAX ID 39-3732872

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

February 12, 2026

Invoice #35018

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
<u>General</u>			
1/21/2026	APC Rec/rev J. Agee email corresp. re status of Audit letter response; review prior years' responses; assign JMP task re same. General	0.20 373.00/hr	74.60
	JP Draft Audit Letter. Correspondence with APC re same. General	0.50 180.00/hr	90.00
1/27/2026	APC Handle annual audit letter; email corresp. w/ JMP re same. General	0.20 373.00/hr	74.60
SUBTOTAL:		[ 0.90	239.20]
<b>For professional services rendered</b>		<b>0.90</b>	<b>\$239.20</b>
<b>For professional services rendered</b>		<b>0.90</b>	<b>\$239.20</b>
<b>Previous balance</b>			<b>\$2,163.95</b>
Balance due			<u>\$2,403.15</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.

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
239.20	0.00	0.00	933.05	1,230.90

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT  
 COMMUNICATION

## MEMORANDUM

**TO:** PRWFPA Board of Directors

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

**RECOMMENDED BY:** Jessica Agee, Director of Finance and Administration

**SUBJECT:** Financial Update Report

**MEETING DATE:** April 10, 2026

### 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 February 28, 2026, as well as a budget-to-actual comparison for fiscal year (FY) 2025-26. Amounts in the financial update report are unaudited.

The Balance Sheet reflects a cash balance of \$809,025.82. There were no accounts receivables outstanding as of February 28, 2026. The current liabilities balance is \$9,299.61.

During the period of July 1, 2025 through February 28, 2026, 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 and SWG & BOD meetings preparation and attendance.
- Atchinson Barisone & Condotti: Legal representation letter for FY 24-25 audit.
- Planeteria Media: Maintain website.

Expenses for the period of July 1, 2025, through February 28, 2026 totaled \$35,889.55, which included professional services and other expenses.

PRWFPA’s Profit and Loss Statement reflects an excess of revenue over expense of \$49,191.97 for the period July 1, 2025, through February 28, 2026.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For  
Period July 1, 2025 Through February 28, 2026**

<b>Expense</b>	<b>Budget February 2026</b>	<b>Actual February 2026</b>	<b>Difference</b>
Professional Services	\$ 95,520.00	\$ 34,201.65	\$ 61,318.35
Insurance	\$ 933.00	\$ 1,171.09	\$ (238.09)
Supplies	\$ 2,733.00	\$ 516.81	\$ 2,216.19
Travel	\$ 5,667.00	\$ -	\$ 5,667.00
<b>Total</b>	<b>\$ 104,853.00</b>	<b>\$ 35,889.55</b>	<b>\$ 68,963.45</b>
<b>Revenue</b>			
State/Local Revenue *	\$ 57,333.00	\$ 85,081.52	\$ 27,748.52

\* State/Local Revenue does not include \$71,280.00 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 February 28, 2026
2. Profit and Loss Statement: July 1, 2025 through February 28, 2026
3. Accounts Payable Aging Detail as of February 28, 2026
4. Check Register: January 1, 2026 through February 28, 2026

**APPROVED BY:**

  
 \_\_\_\_\_  
 Maura F. Twomey, Executive Coordinator

## Pajaro River Watershed Flood Prevention Authority

## Balance Sheet

## Attachment 1

As of February 28, 2026

	<u>February 28, 2026</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Cash in Bank Checking	650,425.71
LAIF Account	158,600.11
<b>Total Cash and Cash Equivalents</b>	<u>\$ 809,025.82</u>
<b>Accounts Receivable</b>	
Accounts Receivable	-
<b>Total Accounts Receivable</b>	<u>\$ -</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 809,025.82</u></u>
<b>LIABILITIES &amp; FUND BALANCE</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	9,299.61
<b>Total Current Liabilities</b>	<u>\$ 9,299.61</u>
<b>Total Liabilities</b>	<u>\$ 9,299.61</u>
<b>Fund Balance - Unrestricted</b>	
Fund Balance - Beginning of Fiscal Year	750,534.24
Net Income/(Loss)	49,191.97
<b>Total Fund Balance - Unrestricted</b>	<u>799,726.21</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>809,025.82</u></u>

Unaudited

**Pajaro River Watershed Flood Prevention Authority**

**Profit & Loss**

**Attachment 2**

July 1, 2025 through February 28, 2026

	<u>July 1, 2025 - February 28, 2026</u>	<u>July 1, 2025 - February 28, 2026</u>
<b>Income</b>		
Interest		5,081.52
Member Dues		80,000.00
<b>Total Income</b>	\$	<u>85,081.52</u>
<b>Expense</b>		
Audit Expense		5,000.00
Gutierrez Consultants		9,152.00
Regional Analysis & Planning Services, Inc. (RAPS)		17,646.50
Insurance		1,171.09
Legal Services		2,403.15
Other Expense		
Web Hosting/Maintenance Co:	400.00	
Postage/Supplies	116.81	
<b>Total Other Expense</b>		<u>516.81</u>
<b>Total Expense</b>	\$	<u>35,889.55</u>
<b>Net Income/(Loss)</b>	\$	<u><u>49,191.97</u></u>

Pajaro River Watershed Flood Prevention Authority

A/P Aging Detail

Attachment 3

As of February 28, 2026

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Due Date</b>	<b>Open Balance</b>
01/31/2026	35018	Atchison Barisone & Condotti	02/28/2026	239.20
02/28/2026	23715	AMBAG	02/28/2026	50.00
01/31/2026	1179	Regional Analysis & Planning Services	04/01/2026	3,059.00
02/28/2026	1180	Regional Analysis & Planning Services	04/29/2026	4,672.00
02/28/2026	2059	Gutierrez Consultants, Inc	05/29/2026	1,144.00
01/31/2026	23101	AMBAG	01/31/2026	50.00
01/16/2026	99358281330	AMBAG	01/16/2026	40.41
09/11/2025	1250911	AMBAG	09/11/2025	45.00
<b>Total</b>				<b><u><u>\$9,299.61</u></u></b>

**Pajaro River Watershed Flood Prevention Authority**  
**Check Register**  
**Attachment 4**  
 January 1, 2026 through February 28, 2026

Unaudited

Date	Num	Name	Memo	Amount
01/27/2026	999	AMBAG	Website Monthly Maintenance - September through December 2025, supplies	231.40
01/27/2026	1000	Atchison Barisone & Condotti	Legal services provided for the months of August through October 2025	2,163.95
01/27/2026	1001	Gutierrez Consultants, Inc	August through December 2025 Lake Floodplain Preservation Project Services & Meetings	5,577.00
01/27/2026	1002	Moss, Levy & Hartzheim	1st Progress Billing for Audit Services to date for FY 2024-2025	5,000.00
01/27/2026	1003	Regional Analysis & Planning Services	RAPS WE 530 Agency Administration for the months of August through December 2025	9,915.50
<b>TOTAL</b>				<b>\$ 22,887.85</b>

## 2026 PRWFPA Meeting Calendar

**June 5, 2026:**

**Zoom Webinar**

Meeting Time: 9 am

**September 4, 2026:**

**Zoom Webinar**

Meeting Time: 9 am

**November 6, 2026:**

**Zoom Webinar**

Meeting Time: 9 am

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<b>PRWFPA Acronym Guide</b>	
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