

# **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 Baillie

**DATE: September 10, 2021**

**TIME: 9:00 AM**

**Meeting Via GoToWebinar**

<https://attendee.gotowebinar.com/register/7880399265157680909>

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The PRWFPA Board of Directors The meeting will be conducted via GoToWebinar in light of Governor Newsom’s State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the shelter in place directive. The PRWFPA Board of Directors will participate in the meeting from individual remote locations. We apologize in advance for any technical difficulties.

Members of the public will need to attend the meeting remotely via GoToWebinar.

Persons who wish to address the PRWFPA Board of Directors on an item to be considered at this meeting are asked to submit comments in writing at [info@ambag.org](mailto:info@ambag.org) by 5:00 PM, Thursday, September 9, 2021. The subject line should read “Public Comment for the September 10, 2021 Board of Directors Meeting”. The agency clerk will read up to 3 minutes of any public comment submitted.

To participate via GoToWebinar, please register for the September 10, 2021 PRWFPA Board of Directors meeting using the following link:

<https://attendee.gotowebinar.com/register/7880399265157680909>

You will be provided dial-in information and instructions to join the meeting.

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

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1. CALL TO ORDER

2. ROLL CALL

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

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

5. **PRESENTATION**

A. **Greater Hollister Area Draft Storm Water Resource Plan**

**Recommended Action: APPROVE**

• **Kari Wagner, Principal, Director of Water Resources, Wallace Group**

Receive a presentation from Kari Wagner, Principal, Director of Water Resources, Wallace Group and approve the 2021 Greater Hollister Area Draft Storm Water Resource Plan (2021 SWRP), encompassing the Soap Lake Floodplain, in compliance with Water Code section 10560 et seq. (Page 5)

6. **CONSENT AGENDA**

**Recommended Action: APPROVE**

**Note:** Action listed for each Agenda item represents the staff recommendation. The Board of Directors may, at its discretion, take any action on the items listed in the Agenda.

A. **Minutes of the June 4, 2021 Board of Directors Meeting**

• **Ana Flores, RAPS, Inc.**

Approve the minutes of the June 4, 2021 Board of Directors meeting. (Page 11)

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

• **Lidia Gutierrez, Gutierrez Consultants**

Approve the May 2021, June 2021, and July 2021 invoices for services rendered by Gutierrez Consultants. (Page 17)

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

• **Maura Twomey, RAPS, Inc.**

Approve the May 2021, June 2021, and July 2021 invoices for services rendered by RAPS, Inc. (Page 23)

D. **Approval of Payment to Planeteria**

• **Maura Twomey, RAPS, Inc.**

Approve the invoice for services rendered in June 2021 by Planeteria. (Page 33)

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

- Maura Twomey, RAPS, Inc.

Approve the invoice for services rendered in June 2021 by ABC Law. (Page 35)

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

- Maura Twomey, RAPS, Inc.

Approve the April 2021, May 2021, and June 2021 invoices for services rendered by the Wallace Group. (Page 37)

**G. 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 45)

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

**8. PLANNING**

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

**Recommended Action: INFORMATION**

- Mark Strudley, County of Santa Cruz

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

**9. OTHER BUSINESS**

**10. ADJOURN**

**REFERENCE ITEMS:**

- A. 2021 Calendar of Meetings (Page )
- B. Acronym Guide (Page )

## **NEXT BOARD OF DIRECTORS MEETING:**

The 2020 PRWFPA Board of Directors meetings 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 Executive Order N-29-20 and the shelter in place directives.

**Date:**           **November 5, 2021**  
**Location:**   **Conference Call**  
**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.

### MEMORANDUM

**TO:** PRWFPA Board of Directors

**FROM:** Lidia Gutierrez, Gutierrez Consultants, Inc.

**SUBJECT:** Greater Hollister Area Draft Storm Water Resource Plan

**MEETING DATE:** September 10, 2021

#### RECOMMENDATION:

Approve the 2021 Greater Hollister Area Draft Storm Water Resource Plan (2021 SWRP), encompassing the Soap Lake Floodplain, in compliance with Water Code section 10560 et seq.

#### BACKGROUND:

Senate Bill 985 (SB 985), the Storm Water Management Planning Act of 2014, implemented through the Water Code section 10560 et seq. (as amended by Senate Bill 985, Stats. 2014, ch. 555, § 5) requires a Storm Water Resource Plan (SWRP) as a condition of receiving grant funds for storm water and dry weather runoff capture projects from any bond approved by voters after January 2014. The intent of SB 985 is to encourage the use of storm water and dry weather runoff as a resource to maximize water supply, water quality, flood management, environmental, and other community benefits within the watershed.

The State Water Resource Control Board's (State Water Board's) Division of Water Quality (DWQ) developed the Storm Water Resource Plan Guidelines (SWRP Guidelines) to establish guidance for public agencies for the development of a SWRP consistent with the Water Code. The SWRP Guidelines were adopted by the State Water Board in December 2015.

A watershed-based SWRP must comply with the relevant Water Code provisions enacted by SB 985, in order for individual storm water and dry weather runoff capture projects in the SWRP to be eligible for bond funds.

## DISCUSSION:

On April 2, 2021, the PRWFPA Board of Director's approved a contract with the Wallace Group to prepare the Greater Hollister Area SWRP, expanding the SWRP boundary to include portions of the Upper and Lower Pajaro River watersheds within the Counties of San Benito and Santa Clara and the Lower Pacheco Creek subwatershed. Inclusion of these subwatersheds would allow the PRWFPA to include the Soap Lake Floodplain Preservation Project into the SWRP, along with coordination of other projects that may have been identified in the South Santa Clara County SWRP and Santa Cruz County SWRP. The Wallace Group has prepared the plan, as contracted, and the PRWFPA Staff Working Group has reviewed it and finds it to be consistent with the SWRP Guidelines.

The 2021 SWRP describes the planning objectives, watershed characteristics, description and prioritization of projects and implementation strategy, as depicted in the graphic below. The 2021 SWRP will be utilized as a planning document to identify and prioritize storm water and dry weather runoff projects, programs, and opportunities through watershed-based approach to storm water management.



A total of eight (8) projects, three (3) programs, and four (4) opportunities were identified in the 2021 SWRP. Five (5) of the projects are within the City of Hollister's jurisdiction and directly affect the San Benito River, which ultimately benefits the lower Pajaro River. The Soap Lake Floodplain Preservation Project was also identified in the plan since it is considered a critical flood risk reduction project for the Lower Pajaro River. The Pacheco Reservoir Expansion Project was identified in the South Santa Clara County SWRP and the Pajaro River Watershed IRWMP and has been listed in this SWRP due to flood control benefits this project has by reducing peak flows in Pacheco Creek. Lastly, San Juan Bautista's WWTP Regionalization Project with the City of Hollister WWTP has been identified in this SWRP based on pollutant load reductions in San Juan Creek, and ultimately San Benito River and Pajaro River. Projects were ranked based on their quantifiable benefit metrics. Programs and opportunities were not ranked. The Soap Lake Project received the second highest priority score and, by inclusion in the plan, is eligible for state grant funding.

The Wallace Group continues to conduct public outreach and host storm water workshops to engage stakeholders. In addition to seeking approval of the plan from the

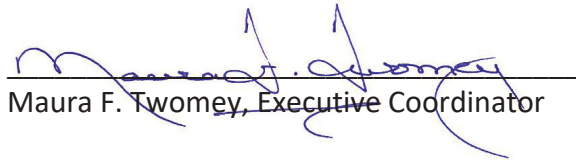
PRWFPA Board of Directors, the Wallace Group will submit the plan to the SWRCB for concurrence with the Water Code, present the plan to the Hollister City Council for adoption, and submit to the Pajaro River Watershed IRWM planning group for incorporation into the plan.

The Staff Working Group is recommending Board approval of the plan.

**ATTACHMENTS:**

1. Resolution No. 2021-1
2. Greater Hollister Area Storm Water Resource Plan (separately enclosed)

**APPROVED BY:**



Maura F. Twomey, Executive Coordinator

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PAJARO RIVER  
WATERSHED FLOOD PREVENTION AUTHORITY ADOPTING THE 2021  
GREATER HOLLISTER AREA STORM WATER RESOURCE PLAN**

**WHEREAS**, the California electorate approved Proposition 1, Water Quality, Supply and Infrastructure Improvement Act of 2014, to fund water and natural resource projects and programs, including the Storm Water Grant Program (SWGP); and

**WHEREAS**, the mission of the SWGP is to promote the beneficial use of storm water and dry weather runoff in California by providing financial assistance to eligible applicants for projects that provide multiple benefits while improving water quality; and

**WHEREAS**, the Senate Bill 985 (SB 985), the Storm Water Management Planning Act of 2014, implemented through the Water Code section 10560 et seq. (as amended by Senate Bill 985, Stats. 2014, ch. 555, § 5) requires a Storm Water Resource Plan (SWRP) as a condition of receiving grant funds for storm water and dry weather runoff capture projects from any bond approved by voters after January 2014; and

**WHEREAS**, the State Water Resource Control Board's (SWRCB) Division of Water Quality (DWQ) developed the SWRP Guidelines to establish guidance for public agencies for the development of SWRP consistent with the Water Code; and

**WHEREAS**, the PRWFPA continues to seek funding for the implementation of the Soap Lake Floodplain Preservation Project, a multi-benefit storm water project consistent with the mission of the SWGP, and must be included in an approved SWRP to be eligible for state funding; and

**WHEREAS**, on April 2, 2021, the PRWFPA Board of Directors approved a contract with the Wallace Group to prepare a SWRP for the Greater Hollister Area, encompassing the Soap Lake Floodplain in compliance with Water Code section 10560 et seq.; and

**WHEREAS**, the PRWFPA Staff Working Group has reviewed the Draft Greater Hollister Area SWRP (July 2021) and finds it to be consistent with the SWRP Guidelines; and

**WHEREAS**, the 2021 SWRP is utilized as a planning document to identify and prioritize storm water and dry weather runoff projects, programs, and opportunities through watershed-based approach to storm water management; and

**WHEREAS**, adoption of the 2021 SWRP does not entail a commitment of resources to or implementation of any project, and there is no joint commitment or responsibility by the SWRP participants to implement any or all of the projects; and



**WHEREAS**, the 2021 SWRP does not constitute a project under the California Environmental Quality Act because it does not have a potential for resulting in direct or reasonably foreseeable indirect physical change in the environment; and

**WHEREAS**, the 2021 SWRP is meant to be complementary to participating agencies' individual plans and programs and does not supersede such plans and programs, and adoption of the SWRP does not prohibit or affect in any way a participating agency's planning efforts separate from the SWRP; and

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** the Board of Directors of the Pajaro River Watershed Flood Prevention Authority does hereby adopt the 2021 Greater Hollister Area Storm Water Resource Plan.

**BE IT FURTHER RESOLVED** that the President of the Board is authorized to sign said Resolution, on behalf of this Board.

**PASSED AND ADOPTED** by the Board of Directors of the Pajaro River Watershed Flood Prevention Authority this 10<sup>th</sup> day of September 2021.

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Nancy Bilicich, Chair  
PRWFPA Board of Directors

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ATTEST: Maura F. Twomey  
Executive Coordinator

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

June 4, 2021

**1. CALL TO ORDER**

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Bilicich presiding, convened via conference call at 9:02 a.m. on Friday, June 4, 2021.

**2. ROLL CALL**

<b>Members – Board of Directors</b>	<b>Representative</b>	<b>Present</b>	<b>Absent</b>
County of San Benito	Supervisor Kollin Kosmicki		X
County of Santa Cruz	Supervisor Greg Caput	X	
County of Monterey	Supervisor John Phillips	X	
County of Santa Clara	Supervisor Mike Wasserman	X	
Monterey County Water Resources Agency	Director John Baillie	X	
San Benito County Water District	Director Sonny Flores	X	
Santa Clara Valley Water District	Director 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 Foxworthy, MCWRA; Antonella Gentile, County of Santa Cruz; Maura Twomey, Ana Flores, and Gina Schmidt, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

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

There were no written or oral comments.

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

There were no oral communications from the Board of Directors.

**5. PRESENTATION**

**A. PRWFPA Website Redesign Project**

Gina Schmidt, RAPS, Inc. gave an overview of the new PRWFPA website. Ms. Schmidt reported that the new website would go live late June 2021.

**6. CONSENT**

**A. Minutes of the April 2, 2021 Board of Directors Meeting**

The minutes of the April 2, 2021 Board of Directors meeting were approved.

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

The invoices for services rendered by Gutierrez Consultants from March 2021 and April 2021 were approved.

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

The invoices for services rendered by RAPS, Inc. from March 2021 and April 2021 were approved.

**D. Approval of Planeteria Invoice**

The January 2021 through April 2021 Planeteria invoices was approved.

**E. Gutierrez Consultants Contract Extension for FY 2021-2022**

The Gutierrez Consultants contract extension for FY 2021-2022 was approved.

**F. RAPS, Inc. Contract Extension for FY 2021-2022**

The RAPS, Inc. contract extension for FY 2021-2022 was approved.

**G. ABC Law Contract Extension for FY 2021-2022**

The ABC Law contract extension for FY 2021-2022 was approved.

**H. Financial Update Report**

The financial update report was accepted.

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

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

None.

## **8. ADMINISTRATION**

### **A. Draft FY 2021-2022 Budget**

Maura Twomey, Executive Coordinator presented the draft FY 2021-2022 budget. The anticipated revenue for FY 2021-2022 is 1) \$80,000 from member agency contributions and 2) \$1,500 from interest. An additional of \$64,460 will be transferred from the general reserves to fund professional services as needed. FY 2021-2022 expenditures include 1) \$132,560 for professional services; 2) \$1,400 in liability insurance; 3) \$8,500 for travel expenses; and 4) \$3,500 in miscellaneous expenses. Brief discussion followed.

**Motion made by Director Baillie, seconded by Director Varela to adopt the FY 2021-2022 budget. Motion passed unanimously.**

## **9. PLANNING**

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

Mark Foxworthy, MCWRA reported that the Design Agreement with the Corps was signed and the ceremony was held on March 24, 2021. Mr. Foxworthy reported that a mail survey of property owners in the Pajaro Flood Benefit Area was sent to 1,948 property owners. The survey was conducted from February 2, 2021 to March 18, 2021. It was sent to all single or multi-family properties and excluded all government properties and any non-residential properties with estimated assessments of \$4,000 or more. The surveys were sent in both English and Spanish languages with an option to complete the survey online. The survey key findings were 1) property owners are concerned about flooding, but it's just one of many top-tier issues, which also include the local economy, traffic, homelessness, crime, and the pandemic; 2) most are aware that they are in an area with significant flood risk and think flood damage is likely to their properties within the next few years; 3) 7-in-10 feel improving local flood protection would reduce the risk of flooding; 4) initial support for a modest tax increase is split, but it is important to note that survey respondents were not asked about a specific assessment amount; 5) those most open to increased taxes for flood protection carry flood insurance; and 6) motivators for potentially supporting improved flood protection were primarily cost based. The survey conclusions are 1) property owners in this area are aware of the risk flooding poses to their own property and the community; 2) some are open to a modest tax increase in exchange for improved flood protection; and 3) key messages that seemed to be the most convincing to respondents include; a) overall impact of flood damages to the community and agriculture industry; b) cost of flooding on a property-by-property basis; c) likelihood of flooding (and that a major flood is long overdue); and d) opportunity for federal and state government to cover majority of flood risk reduction costs. The next steps are 1) contribute matching funds and begin PED phase; 2) conduct project outreach and education (summer 2021); 3) startup PRFMA JPA to begin overseeing levee project and O&M (summer 2021); 4) outcome of SB 496 (September 2021); 5) potential proposition 218 compliant ballot measure (late 2021); 6) draft CEQA Impact Analysis publicly available (late 2021); 7) secure necessary financing, permits, LERRDs (2021-2023); 8) construction in 2024; and 8) pursue accessory projects (2021-2024) such as, the Pajaro Bridge to Bay Project and the Watsonville Slough Ecosystem Restoration Project.

**10. OTHER BUSINESS**

None.

**11. ADJOURNMENT**

The meeting adjourned at 9:27 a.m.

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

**BOARD MEETING DATE: June 4, 2021**

<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</b>
County of Monterey	John Phillips	X	Y	Y
County of San Benito	Kollin Kosmicki	AB	n/a	n/a
County of Santa Clara	Mike Wasserman	X	Y	Y
County of Santa Cruz	Greg Caput	X	Y	Y
Monterey County Water Resources Agency	John Baillie	X	Y	Y
San Benito County Water District	Sonny Flores	X	Y	Y
Santa Clara Valley Water District	John Varela	X	Y	Y
Zone 7 Flood Control	Nancy Bilicich	X	Y	Y
<b>Associate Members (<i>Non-Voting Members</i>)</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)

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## Gutierrez Consultants

June 28, 2021

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, 2021 through May 31, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$3,172.00 and the balance remaining is \$46,332.00.

Sincerely,

Lidia Gutierrez  
Principal

*Integrated Planning and Funding Solutions*

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

Gutierrez Consultants  
118 Diablo Ranch Court  
Danville, CA 94506

# Invoice

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

Date	Invoice No.	Project	Service Period
06/28/21	1601		5/1/21-5/31/21

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.8 Public Outreach	Review revised Federal funding letters of support for Pajaro River project; review SWG May meeting agenda; review and edit draft Hollister SWRP; Review FY 21/22 contract amendment; prepare April 2021 invoice; FPA board item review with staff; coordination with staff regarding Hollister SWRP review and schedule; prepare for and participate in May 18, 2021 SWG meeting; call with Wallace Group regarding comments on draft Hollister SWRP; review revised draft SWRP	13	244.00	3,172.00
			Total	\$3,172.00



## Gutierrez Consultants

July 14, 2021

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, 2021 through June 30, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$2,074.00 and the balance remaining is \$44,258.00.

Sincerely,

Lidia Gutierrez  
Principal

*Integrated Planning and Funding Solutions*

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

Gutierrez Consultants  
118 Diablo Ranch Court  
Danville, CA 94506

# Invoice

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

Date	Invoice No.	Project	Service Period
07/14/21	1610		6/1/21-6/30/21

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.8 Public Outreach	Prepare for and participate in June 4, 2021 Board meeting (on-line); follow up on meeting - review SWRP draft plan schedule and approval schedule; review SWG monthly meeting agenda; review Hollister SWRP comments from FPA SWG staff; prepare for and participate in June 10, 2021 call with Wallace Group regarding SWRP comments, review responses to SWRP comments; prepare for and participate in June 15, 2021 SWG meeting; review letter of support for SB496	8.5	244.00	2,074.00
			Total	\$2,074.00



## Gutierrez Consultants

August 10, 2021

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, 2021 through July 31, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$1,631.50 and the balance remaining is \$68,368.50.

Sincerely,

Lidia Gutierrez  
Principal

*Integrated Planning and Funding Solutions*

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

Gutierrez Consultants  
118 Diablo Ranch Court  
Danville, CA 94506

# Invoice

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

Date	Invoice No.	Project	Service Period
08/10/21	1611		7/1/21-7/31/21

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review Wallace Group Hollister SWRP invoice; review new State Subventions Letter of Support; review State infrastructure funding opportunities for Soap Lake Project; review Hollister SWRP Final Draft; prepare for and participate in July 20, 2021 Staff Working Group meeting	6.5	251.00	1,631.50
			Total	\$1,631.50

## 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

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, 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 **June 1 through June 30, 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	3 hours @ \$ 242.00	\$ 726.00
Director of Finance & Administration	0 hours @ \$ 196.00	\$ -
Principal Accountant	0 hours @ \$ 120.00	\$ -
Associate Planner	0 hours @ \$ 121.00	\$ -
GIS Coordinator	3.5 hours @ \$ 186.00	\$ 651.00
Senior Executive Assistant	7 hours @ \$ 121.00	\$ 847.00
Total	<u>13.5</u> Subtotal	<u>\$ 2,224.00</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: \$ 2,224.00

Sincerely,

Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
June 1 - June 30, 2021

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	3.00	242.00	726.00
Subtotal	3.00	242.00	726.00
Director of Finance & Administration			
Project 530 Admin	-	196.00	-
Subtotal	-	196.00	-
Principal Accountant			
Project 530 Admin	-	120.00	-
Subtotal	-	120.00	-
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	-	121.00	-
GIS Coordinator			
Project 530 Admin	3.50	186.00	651.00
Subtotal	3.50	186.00	651.00
Senior Executive Assistant			
Project 530 Admin	7.00	121.00	847.00
Subtotal	7.00	121.00	847.00
Total	13.50		2,224.00

**Tasks Completed:**

**Executive Coordinator**

Attendance of the June 4, 2021 PRWFPA Board of Directors meeting; Coordination and preparation of the June 15, 2021 SWG agenda; Attendance of the June 15, 2021 SWG meeting.

**Director of Finance & Administration**

**GIS Coordinator**

Meeting with the consultant Planeteria on the PRWFPA ADA compliant website redesign project launch of new site, Presentation of new PRWFPA ADA compliant website to Pajaro Board of Directors, technical support to run Pajaro Board of Directors June 4th Board meeting, and website postings of agenda and board meeting materials.

**Principal Accountant**

**Associate Planner**

**Senior Executive Assistant**

Attendance of the June 4, 2021 PRWFPA Board of Directors meeting; Meet with Chair Bilicich to sign checks and FY 2021-22 contracts approved at the June 4, 2021 PRWFPA Board of Directors meeting; Preparation and distribution of the June 15, 2021 SWG agenda; Attendance of the June 15, 2021 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, 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	\$ 2,224.00	\$ 13,907.00
<b>Subtotal</b>	<b>\$ 31,093.00</b>	<b>\$ 13,907.00</b>
Balance Available		<u>\$ 13,907.00</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

(831) 883-3750

Seaside, CA 93955-2453

(831) 883-3755

July 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, June 5, 2020, **and June 4, 2021.**

This letter is our billing for services rendered in the period **July 1 through July 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	0 hours @ \$	265.00	\$	-
Director of Finance & Administration	0 hours @ \$	232.00	\$	-
Principal Accountant	0 hours @ \$	157.00	\$	-
Associate Planner	0 hours @ \$	121.00	\$	-
GIS Coordinator	0 hours @ \$	186.00	\$	-
Senior Executive Assistant	1 hours @ \$	142.00	\$	142.00
Total	<u>1</u>	Subtotal	<u>\$</u>	<u>142.00</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: \$ 142.00

Sincerely,

Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
July 1 - July 31, 2021

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	-	265.00	-
Subtotal	-	265.00	-
Director of Finance & Administration			
Project 530 Admin	-	232.00	-
Subtotal	-	232.00	-
Principal Accountant			
Project 530 Admin	-	157.00	-
Subtotal	-	157.00	-
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	-	121.00	-
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	-	186.00	-
Senior Executive Assistant			
Project 530 Admin	1.00	142.00	142.00
Subtotal	1.00	142.00	142.00
Total	1.00		142.00

**Tasks Completed:**

**Executive Coordinator**

**Director of Finance & Administration**

**GIS Coordinator**

**Principal Accountant**

**Associate Planner**

**Senior Executive Assistant**

Preparation and distribution of the July 20, 2021 SWG agenda.

## REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2021	\$ 142.00	\$ 44,858.00
August, 2021	\$ -	\$ -
September, 2021	\$ -	\$ -
October, 2021	\$ -	\$ -
November, 2021	\$ -	\$ -
December, 2021	\$ -	\$ -
January, 2022	\$ -	\$ -
February, 2022	\$ -	\$ -
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 142.00</b>	<b>\$ 44,858.00</b>
Balance Available		<u>\$ 44,858.00</u>

\* Approved by the board on 06/04/21.

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110 Stony Point, Ste 225  
Santa Rosa, CA 95401  
Phone: 707-843-3773

To:

**Invoice Date**  
05 Aug 2021

**Invoice Number**  
18629

**Due on Receipt**

# INVOICE

PRWFPA

Description	Quantity	Unit Price	Amount USD
Development, PRWFPA Website design and development			
Final invoice for website design and development project	45.00	110.00	4,950.00
Phase 4 - Development - 15 hours Phase 5 - QA & Launch - 30 hours			
Subtotal			4,950.00
Total No Tax 0%			0.00
Invoice Total USD			4,950.00
Total Net Payments USD			0.00
Amount Due USD			4,950.00

**Due Date: 31 Aug 2021**

**Thank you for your Business!**

Please note our new Address:

**Planeteria Media,  
110 Stony Point, Ste 225, CA 95401**

**Phone: 707-843-3773  
Email: [accounting@planeteria.com](mailto:accounting@planeteria.com)**

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# Atchison Barisone & Condotti

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

July 14, 2021

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 33748, which covers services from 6/1/2021 to 6/30/2021. This invoice, dated 7/14/2021, is for \$59.40. Your total balance, including past charges, is \$59.40. Prompt payment of your total balance is appreciated.

## Billing Summary

Total for services rendered	\$59.40
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	(\$176.60)
Total previous balance	\$176.60
<b>Balance Due</b>	<b>\$59.40</b>

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

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

Sincerely,  
Jennifer Quek

# Atchison Barisone & Condotti

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

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

July 14, 2021

Invoice #33748

## Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
	<u>General</u>		
6/18/2021	APC Review/approve FY 2021-22 Gutierrez Consultant Contract Extension, FY 2021-22 RAPS, Inc., Contract Extension. General	0.20 297.00/hr	59.40
SUBTOTAL:		[ 0.20	59.40]
For professional services rendered		0.20	\$59.40
For professional services rendered		0.20	\$59.40
Previous balance			\$176.60
Accounts receivable transactions			
2/16/2021	Payment for November and December 2020 Legal Fees and Costs - Thank You. Check No. 913		(\$176.60)
Total payments and adjustments			(\$176.60)
Balance due			\$59.40

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



WALLACE GROUP

**Wallace Group**  
**A California Corporation**  
**612 Clarion Court**  
**San Luis Obispo, CA 93401**  
**Phone: 805-544-4011 Fax: 805-544-4294**

Pajaro River Watershed Flood Prevention Authority  
P.O. Box 2453  
Seaside, CA 93955

June 3, 2021

Project No: 1627-0001-00

Invoice No: 53512

**Invoice Total \$9,823.75**

Project 1627-0001-00 Pajaro River Watershed Flood Prevention Authority, Storm Water Resource Plan

**Professional services rendered through April 30, 2021**

Phase 00100 Storm Water Resource Plan

**Labor**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal	4.50	230.00	1,035.00	
Civil Engineer I	59.50	145.00	8,627.50	
Project Assistant I	1.00	90.00	90.00	
Project Assistant II	.75	95.00	71.25	
Totals	65.75		9,823.75	
<b>Total Labor</b>				<b>9,823.75</b>
		<b>Total this Phase</b>		<b>\$9,823.75</b>

**Budget**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	9,823.75	0.00	9,823.75	
Limit			15,000.00	
Remaining			5,176.25	
		<b>Total this Invoice</b>		<b>\$9,823.75</b>

Project	1627-0001-00	PRWFPA STORM WATER RESOURCE PLAN	Invoice	53512
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# Billing Backup

Thursday, June 3, 2021

Wallace Group

Invoice 53512 Dated 6/3/2021

6:19:21 AM

Project	1627-0001-00	Pajaro River Watershed Flood Prevention Authority, Storm Water Resource Plan
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Phase	00100	Storm Water Resource Plan
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## Labor

		Hours	Rate	Amount	
Principal					
Wagner, Kari	4/8/2021	1.50	230.00	345.00	
FPA - Conference Call with LG and ASK					
Wagner, Kari	4/9/2021	.25	230.00	57.50	
Project Management					
Wagner, Kari	4/20/2021	2.75	230.00	632.50	
Review Draft SWRP					
Civil Engineer I					
Kingsbury, Andrea	3/29/2021	6.00	145.00	870.00	
Update GIS Figures w/ SWRP Boundary. Review Soap Lake Study.					
Kingsbury, Andrea	4/7/2021	6.50	145.00	942.50	
Revise GIS Boundary to Include Soap Lake Floodplain. Review Pajaro River Watershed Study.					
Kingsbury, Andrea	4/8/2021	4.50	145.00	652.50	
Prep & Kick-Off Meeting w/ FPA & KW. Add Watershed Discussions to Draft.					
Kingsbury, Andrea	4/9/2021	5.50	145.00	797.50	
Review Watershed Studies Phases 1-3.					
Kingsbury, Andrea	4/12/2021	6.50	145.00	942.50	
Draft SWRP.					
Kingsbury, Andrea	4/13/2021	8.00	145.00	1,160.00	
Draft SWRP.					
Kingsbury, Andrea	4/14/2021	4.50	145.00	652.50	
Draft SWRP.					
Kingsbury, Andrea	4/15/2021	5.50	145.00	797.50	
Draft SWRP.					
Kingsbury, Andrea	4/16/2021	5.00	145.00	725.00	
SWRCB Checklist.					
Kingsbury, Andrea	4/20/2021	7.00	145.00	1,015.00	
Review Draft w/ KEW. Report Formatting.					
Kingsbury, Andrea	4/27/2021	.50	145.00	72.50	
Schedule Update w/ Lidia Gutierrez.					
Project Assistant I					
Mendoza Pacheco, Gabriela	4/9/2021	1.00	90.00	90.00	
KEW Project Management Assistance.					
Project Assistant II					
Castle, Kylie	4/9/2021	.50	95.00	47.50	
KEW project management assistance.					
Castle, Kylie	4/15/2021	.25	95.00	23.75	
KEW project management assistance.					
Totals		65.75		9,823.75	
<b>Total Labor</b>					<b>9,823.75</b>
			<b>Total this Phase</b>		<b>\$9,823.75</b>
			<b>Total this Project</b>		<b>\$9,823.75</b>

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Project	1627-0001-00	PRWFPA STORM WATER RESOURCE PLAN	Invoice	53512
Total this Report				<b>\$9,823.75</b>

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WALLACE GROUP

**Wallace Group**  
**A California Corporation**  
**612 Clarion Court**  
**San Luis Obispo, CA 93401**  
**Phone: 805-544-4011 Fax: 805-544-4294**

Pajaro River Watershed Flood Prevention Authority  
P.O. Box 2453  
Seaside, CA 93955

July 12, 2021

Project No: 1627-0001-00

Invoice No: 53760

**Invoice Total \$2,127.50**

Project 1627-0001-00 Pajaro River Watershed Flood Prevention Authority, Storm Water Resource Plan

**Professional services rendered through May 31, 2021**

Phase 00100 Storm Water Resource Plan

**Labor**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Principal	2.00	230.00	460.00
Civil Engineer I	11.50	145.00	1,667.50
Totals	13.50		2,127.50
<b>Total Labor</b>			<b>2,127.50</b>
<b>Total this Phase</b>			<b>\$2,127.50</b>

**Budget**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	2,127.50	9,823.75	11,951.25
Limit			15,000.00
Remaining			3,048.75
<b>Total this Invoice</b>			<b>\$2,127.50</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
53512	6/3/2021	9,823.75
<b>Total</b>		<b>9,823.75</b>



# Billing Backup

Monday, July 12, 2021

Wallace Group

Invoice 53760 Dated 7/12/2021

11:18:43 AM

Project	1627-0001-00	Pajaro River Watershed Flood Prevention Authority, Storm Water Resource Plan
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Phase	00100	Storm Water Resource Plan
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## Labor

			Hours	Rate	Amount	
Principal						
Wagner, Kari	5/17/2021	Review Comments from Lidia	.50	230.00	115.00	
Wagner, Kari	5/18/2021	SWG Meeting/Project Management	1.00	230.00	230.00	
Wagner, Kari	5/19/2021	Review LG SWRP Comments	.50	230.00	115.00	
Civil Engineer I						
Kingsbury, Andrea	5/17/2021	Discuss SWRP Schedule & Review Comments w/ KEW.	.50	145.00	72.50	
Kingsbury, Andrea	5/18/2021	Review & Address Draft Comments. Attend SWG Meeting.	5.00	145.00	725.00	
Kingsbury, Andrea	5/19/2021	Review Draft w/ KEW.	.50	145.00	72.50	
Kingsbury, Andrea	5/20/2021	Research & Include Pacheco Reservoir Expansion in Draft.	4.00	145.00	580.00	
Kingsbury, Andrea	5/21/2021	Format Draft Report.	1.50	145.00	217.50	
Totals			13.50		2,127.50	
<b>Total Labor</b>						<b>2,127.50</b>
				<b>Total this Phase</b>		<b>\$2,127.50</b>
				<b>Total this Project</b>		<b>\$2,127.50</b>
				<b>Total this Report</b>		<b>\$2,127.50</b>



WALLACE GROUP

**Wallace Group**  
**A California Corporation**  
**612 Clarion Court**  
**San Luis Obispo, CA 93401**  
**Phone: 805-544-4011 Fax: 805-544-4294**

Pajaro River Watershed Flood Prevention Authority  
P.O. Box 2453  
Seaside, CA 93955

August 6, 2021

Project No: 1627-0001-00

Invoice No: 53895

**Invoice Total \$870.00**

Project 1627-0001-00 Pajaro River Watershed Flood Prevention Authority, Storm Water Resource Plan

**Professional services rendered through June 30, 2021**

Phase 00100 Storm Water Resource Plan

**Labor**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal	1.50	230.00	345.00	
Civil Engineer II	3.50	150.00	525.00	
Totals	5.00		870.00	
<b>Total Labor</b>				<b>870.00</b>
		<b>Total this Phase</b>		<b>\$870.00</b>

**Budget**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	870.00	11,951.25	12,821.25	
Limit			15,000.00	
Remaining			2,178.75	
		<b>Total this Invoice</b>		<b>\$870.00</b>

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
53512	6/3/2021	9,823.75
53760	7/12/2021	2,127.50
<b>Total</b>		<b>11,951.25</b>

# Billing Backup

Friday, August 6, 2021

Wallace Group

Invoice 53895 Dated 8/6/2021

1:21:40 PM

Project	1627-0001-00	Pajaro River Watershed Flood Prevention Authority, Storm Water Resource Plan
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Phase	00100	Storm Water Resource Plan
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## Labor

			Hours	Rate	Amount	
Principal						
Wagner, Kari	6/10/2021		1.00	230.00	230.00	
Mtg with Lidia						
Wagner, Kari	6/15/2021		.50	230.00	115.00	
SWG Meeting						
Civil Engineer II						
Kingsbury, Andrea	6/9/2021		2.00	150.00	300.00	
Review Santa Cruz County Draft Comments.						
Kingsbury, Andrea	6/10/2021		1.00	150.00	150.00	
Review SWRP Comments w/ KEW & Lidia Gutierrez.						
Kingsbury, Andrea	6/15/2021		.50	150.00	75.00	
Report Update at SWG Meeting.						
Totals			5.00		870.00	
<b>Total Labor</b>						<b>870.00</b>
				<b>Total this Phase</b>		<b>\$870.00</b>
				<b>Total this Project</b>		<b>\$870.00</b>
				<b>Total this Report</b>		<b>\$870.00</b>

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### MEMORANDUM

**TO:** PRWFPA Board of Directors

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

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

**SUBJECT:** Financial Update Report

**MEETING DATE:** September 10, 2021

### 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, 2021 as well as a budget-to-actual comparison for fiscal year (FY) 2021-2022. Amounts in the financial update report are unaudited.

The Balance Sheet reflects a cash balance of \$656,682.28. The accounts receivables balance is \$60,000.00 as of July 31, 2021. The current liabilities balance is \$31,649.91. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2021 through July 31, 2021, PRWFPA incurred routine operational expenditures for contractual services. The services provided are summarized as follows:

- RAPS, Inc.: Staff Working Group (SWG) preparation and meeting attendance.
- Gutierrez Consultants: Work associated with SWRP, Developed Subvention Letters of Support, and SWG meeting preparation and attendance.

Expenses for the period of July 1, 2021 through July 31, 2021 totaled \$1,813.50, which included professional services and other expenses.

PRWFPA's Profit and Loss Statement reflects an excess of revenue over expense of \$78,303.74 for the period July 1, 2021 through July 31, 2021.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For  
Period July 1, 2021 Through July 31, 2021**

<b>Expense</b>	<b>Budget July 2021</b>	<b>Actual July 2021</b>	<b>Difference</b>
Professional Services	\$ 11,007.00	\$ 1,773.50	\$ 9,233.50
Insurance	\$ 117.00	\$ -	\$ 117.00
Supplies	\$ 332.00	\$ 40.00	\$ 292.00
Travel	\$ 708.00	\$ -	\$ 708.00
Total	<u>\$ 12,163.00</u>	<u>\$ 1,813.50</u>	<u>\$ 10,350.50</u>
<b>Revenue</b>			
State/Local Revenue *	\$ 6,792.00	\$ 80,117.24	\$ 73,325.24
* State/Local Revenue does not include \$64,460.00 which will be used from reserves			

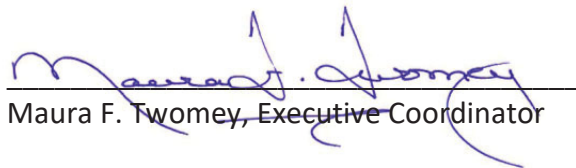
Professional Services are under budget primarily due to the timing of work provided by contractual obligation.

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, 2021
2. Profit and Loss Statement: July 1, 2021 through July 31, 2021
3. Accounts Payable Aging Detail as of July 31, 2021
4. Check Register: May 1, 2021 through July 31, 2021

**APPROVED BY:**

  
Maura F. Twomey, Executive Coordinator

**Pajaro River Watershed Flood Prevention Authority**

**Attachment 1**

**Balance Sheet**

As of July 31, 2021

	<u>July 31, 2021</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Cash in Bank Checking	518,027.65
LAIF Account	138,654.63
<b>Total Cash and Cash Equivalents</b>	<u>\$ 656,682.28</u>
<b>Accounts Receivable</b>	
Accounts Receivable	60,000.00
<b>Total Accounts Receivable</b>	<u>\$ 60,000.00</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 716,682.28</u></u>
<b>LIABILITIES &amp; FUND BALANCE</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	31,649.91
<b>Total Current Liabilities</b>	<u>\$ 31,649.91</u>
<b>Total Liabilities</b>	<u>\$ 31,649.91</u>
<b>Fund Balance - Unrestricted</b>	
Fund Balance - Beginning of Fiscal Year	606,728.63
Net Income/(Loss)	78,303.74
<b>Total Fund Balance - Unrestricted</b>	<u>685,032.37</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>716,682.28</u></u>

**Pajaro River Watershed Flood Prevention Authority**

**Attachment 2**

**Profit & Loss**

July 1, 2021 through July 31, 2021

**July 1, 2021 - July 31, 2021**

<b>Income</b>		
Interest		117.24
Member Dues		80,000.00
<b>Total Income</b>		<b>\$ 80,117.24</b>
<b>Expense</b>		
Gutierrez Consultants		1,631.50
Regional Analysis & Planning Services, Inc. (RAPS)		142.00
Other Expense		
Web Hosting/Maintenance Costs	40.00	
<b>Total Other Expense</b>		<b>40.00</b>
<b>Total Expense</b>		<b>\$ 1,813.50</b>
<b>Net Income/(Loss)</b>		<b>\$ 78,303.74</b>



**Pajaro River Watershed Flood Prevention Authority**

**Attachment 3**

**A/P Aging Detail**

**As of July 31, 2021**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Due Date</b>	<b>Open Balance</b>
07/31/2021	18618	AMBAG	07/31/2021	40.00
05/31/2021	1601	Gutierrez Consultants	08/29/2021	3,172.00
06/30/2021	1079	Regional Analysis & Planning Services	08/29/2021	2,224.00
06/30/2021	53895	Wallace Group	08/29/2021	870.00
06/30/2021	1610	Gutierrez Consultants	09/28/2021	2,074.00
07/31/2021	1080	Regional Analysis & Planning Services	09/29/2021	142.00
07/31/2021	1611	Gutierrez Consultants	10/29/2021	1,631.50
06/30/2021	18629	Planeteria Media	07/10/2021	4,950.00
05/31/2021	1073	Regional Analysis & Planning Services	07/30/2021	4,490.00
05/31/2021	53760	Wallace Group	07/30/2021	2,127.50
06/30/2021	33748	Atchison Barisone & Condotti	07/30/2021	59.40
04/30/2021	53512	Wallace Group	06/30/2021	9,823.75
06/30/2021	06118-2	AMBAG	06/30/2021	45.76
<b>Total</b>				<b><u><u>\$31,649.91</u></u></b>

Pajaro River Watershed Flood Prevention Authority

Attachment 4

Check Register

May 1, 2021 through July 31, 2021

Date	Num	Name	Memo	Amount
05/27/2021	922	Gutierrez Consultants	March and April Consultant Invoices	7,015.00
05/27/2021	923	Planeteria Media	PRWFPA Website Design & Development Services 1/01/21 - 4/30/21	6,600.00
05/27/2021	924	Regional Analysis & Planning Services	March and April Technical Services Invoices	4,709.50
TOTAL				<u>\$ 18,324.50</u>

The 2021 PRWFPA Board of Directors meeting locations are subject to change in light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the shelter in place directive.

### 2021 PRWFPA Meeting Calendar

**November 5, 2021:**

**Conference Call**

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