

Next Meeting:

BOD: November 5, 2021, Conference Call @ 9 AM

SWG: November 16, 2021, Conference Call @ 10 AM



Gutierrez Consultants

October 5, 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 August 1, 2021 through August 31, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$2,886.50 and the balance remaining is \$65,482.50.

Sincerely,

Lidia Gutierrez
Principal

Gutierrez Consultants
 118 Diablo Ranch Court
 Danville, CA 94506

Invoice

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

Date	Invoice No.	Project	Service Period
10/05/21	1626		8/1/21-8/31/21

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Participate in August 2, 2021 ADHOC Committee meeting on the San Benito County Conservation Plan; review Wallace Group invoice; review FPA annual budget; review SWG agenda; review Monterey project development submittals; participate in August 17, 2021 SWG meeting; review Wallace Group Hollister SWRP Powerpoint presentation for Board meeting; prepare draft resolution and agenda memo for Board of Directors approval of Hollister SWRP; review revised SWRP resolution and Board memo	11.5	251.00	2,886.50
			Total	\$2,886.50



Gutierrez Consultants

October 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 September 1, 2021 through September 30, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$1,255.00 and the balance remaining is \$64,227.50.

Sincerely,

Lidia Gutierrez
Principal

Gutierrez Consultants
 118 Diablo Ranch Court
 Danville, CA 94506

Invoice

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

Date	Invoice No.	Project	Service Period
10/14/21	1628		9/1/21-9/30/21

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	review September 10, 2021 Board of Directors' meeting agenda; prepare Board talking points for SWRP approval; participate in September 21, 2021 SWG meeting; review Prop 68 Floodplain Management, Protection, and Risk Awareness Grant Program	5	251.00	1,255.00
			Total	\$1,255.00

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

PO Box 2453
Seaside, CA 93955-2453

(831) 883-3750
(831) 883-3755

August 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 **August 1 through August 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 **November 5, 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 @	\$ 265.00	\$ 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	3 hours @	\$ 142.00	\$ 426.00
Total	<u>4</u>	Subtotal	<u>\$ 691.00</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: \$ 691.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
August 1 - August 31, 2021

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	265.00	265.00
Subtotal	<u>1.00</u>	<u>265.00</u>	<u>265.00</u>
Director of Finance & Administration			
Project 530 Admin	-	232.00	-
Subtotal	<u>-</u>	<u>232.00</u>	<u>-</u>
Principal Accountant			
Project 530 Admin	-	157.00	-
Subtotal	<u>-</u>	<u>157.00</u>	<u>-</u>
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	<u>-</u>	<u>121.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	<u>-</u>	<u>186.00</u>	<u>-</u>
Senior Executive Assistant			
Project 530 Admin	3.00	142.00	426.00
Subtotal	<u>3.00</u>	<u>142.00</u>	<u>426.00</u>
Total	<u>4.00</u>		<u>691.00</u>

Tasks Completed:

Executive Coordinator

Coordination and preparation of the August 17, 2021 Staff Working Group (SWG) agenda; Attendance of the August 17, 2021 SWG meeting.

Director of Finance & Administration

GIS Coordinator

Principal Accountant

Associate Planner

Senior Executive Assistant

Preparation and distribution of the August 17, 2021 SWG agenda; Preparation of the September 10th PRWFPA Board of Directors agenda; Attendance of the August 17, 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, 2021	\$ 142.00	\$ 44,858.00
August, 2021	\$ 691.00	\$ 44,167.00
September, 2021	\$ -	\$ -
October, 2021	\$ -	\$ -
November, 2021	\$ -	\$ -
December, 2021	\$ -	\$ -
January, 2022	\$ -	\$ -
February, 2022	\$ -	\$ -
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
Subtotal	\$ 833.00	\$ 44,167.00
Balance Available		<u>\$ 44,167.00</u>

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

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

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

This letter is our billing for services rendered in the period **September 1 through September 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 **November 5, 2021**

* 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.

Work Element 530 - Agency Administration

Executive Coordinator	2 hours @	\$ 265.00	\$ 530.00
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	<u>12.5 hours @</u>	<u>\$ 142.00</u>	<u>\$ 1,775.00</u>
Total	<u>14.5</u>	Subtotal	<u>\$ 2,305.00</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: \$ 2,305.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA

September 1 - September 30, 2021

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	2.00	265.00	530.00
Subtotal	<u>2.00</u>	<u>265.00</u>	<u>530.00</u>
Director of Finance & Administration			
Project 530 Admin	-	232.00	-
Subtotal	<u>-</u>	<u>232.00</u>	<u>-</u>
Principal Accountant			
Project 530 Admin	-	157.00	-
Subtotal	<u>-</u>	<u>157.00</u>	<u>-</u>
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	<u>-</u>	<u>121.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	<u>-</u>	<u>186.00</u>	<u>-</u>
Senior Executive Assistant			
Project 530 Admin	12.50	142.00	1,775.00
Subtotal	<u>12.50</u>	<u>142.00</u>	<u>1,775.00</u>
Total	<u>14.50</u>		<u>2,305.00</u>

Tasks Completed:

Executive Coordinator

Coordination and preparation of the PRWFPA Board of Directors 9/10 agenda; Attendance of the 9/10 Board of Directors meeting; Coordination and preparation of the 9/21 SWG agenda; Attendance of the 9/21 SWG meeting; Coordination with PRWFPA legal counsel regarding AB 361; Preparation of the 9/29 PRWFPA Special Board of Directors agenda; Attendance of the 9/29 PRWFPA Board of Directors meeting.

Director of Finance & Administration

GIS Coordinator

Principal Accountant

Associate Planner

Senior Executive Assistant

Preparation and distribution of the PRWFPA Board of Directors 9/10 agenda; Attendance of the 9/10 Board of Directors meeting; Preparation and distribution of the 9/21 SWG agenda; Attendance of the 9/21 SWG meeting; Preparation and distribution of the 9/29 PRWFPA Special Board of Directors agenda; Attendance of the 9/29 PRWFPA Board of Directors meeting; Website post for the 9/10 and 9/29 Board of Directors agenda & meeting materials.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2021	\$ 142.00	\$ 44,858.00
August, 2021	\$ 691.00	\$ 44,167.00
September, 2021	\$ 2,305.00	\$ 41,862.00
October, 2021	\$ -	\$ -
November, 2021	\$ -	\$ -
December, 2021	\$ -	\$ -
January, 2022	\$ -	\$ -
February, 2022	\$ -	\$ -
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
Subtotal	\$ 3,138.00	\$ 41,862.00
Balance Available		<u>\$ 41,862.00</u>

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



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

September 20, 2021
 Project No: 1627-0001-00
 Invoice No: 54195
Invoice Total \$340.00

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

Professional services rendered through July 31, 2021

Phase 00100 Storm Water Resource Plan

Labor

	Hours	Rate	Amount	
Principal	.50	230.00	115.00	
Civil Engineer II	1.50	150.00	225.00	
Totals	2.00		340.00	
Total Labor				340.00
		Total this Phase		\$340.00

Budget

	Current	Prior	To-Date	
Total Billings	340.00	12,821.25	13,161.25	
Limit			15,000.00	
Remaining			1,838.75	
		Total this Invoice		\$340.00

Outstanding Invoices

Number	Date	Balance
53512	6/3/2021	9,823.75
53760	7/12/2021	2,127.50
53895	8/6/2021	870.00
Total		12,821.25

Billing Backup

Monday, September 20, 2021

Wallace Group Invoice 54195 Dated 9/20/2021 8:15:37 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	7/20/2021		.50	230.00	115.00	
SWG Meeting						
Civil Engineer II						
Kingsbury, Andrea	7/15/2021		1.00	150.00	150.00	
Prepare Draft for FPA Staff Working Group.						
Kingsbury, Andrea	7/20/2021		.50	150.00	75.00	
Prep & Attend SWG Meeting.						
Totals			2.00		340.00	
Total Labor						340.00

Total this Phase \$340.00

Total this Project \$340.00

Total this Report \$340.00