

# **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 Bilichich  
PRWFPA Vice Chair – John Baillie**

**DATE: April 2, 2021  
TIME: 9:00 AM  
Meeting Via Conference Call  
Dial-In Number: (605) 475-4700  
Access Code: 203466#**

---

**The PRWFPA Board of Directors meeting will be meeting via Conference Call 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 meeting will be conducted as a Conference Call. 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 Conference Call.**

**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, April 1, 2021. The subject line should read “Public Comment for the April 2, 2021 PRWFPA Board of Directors Meeting”. The agency clerk will read up to 3 minutes of any public comment submitted.**

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

---

- 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. 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 February 5, 2021 Board of Directors Meeting**

- Ana Flores, RAPS, Inc.

Approve the minutes of the February 5, 2021 Board of Directors meeting. (Page 5)

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

- Lidia Gutierrez, Gutierrez Consultants

Approve the January 2021 and February 2021 invoices for services rendered by Gutierrez Consultants. (Page 9)

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

- Maura Twomey, RAPS, Inc.

Approve the January 2021 and February 2021 invoices for services rendered by RAPS, Inc. (Page 13)

**D. Approval of Planeteria Invoice**

- Maura Twomey, RAPS, Inc.

Approve the invoice for services rendered from December 2020 by Planeteria. (Page 19)

**E. Financial Update Report**

- Errol Osteraa, RAPS, Inc.

Accept the financial update report which provides an update on PRWFPA's current financial position and accompanying financial statements. (Page 21)

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

**7. PLANNING**

**A. Contract with the Wallace Group to Prepare Storm Water Resource Plan for the Greater Hollister Area**

**Recommended Action: APPROVE**

- Lidia Gutierrez, Gutierrez Consultants

Approve the contract with the Wallace Group to prepare a Storm Water Resource Plan for the Greater Hollister area, encompassing the Soap Lake Floodplain, in compliance with Water Code Section 10560 et seq. (Page 29)

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

**Recommended Action: INFORMATION**

- Mark Strudley, County of Santa Cruz

Receive an update on Pajaro River Flood Risk Reduction Project. (Page 41)

**8. OTHER BUSINESS**

**9. ADJOURN**

**REFERENCE ITEMS:**

- A. 2021 Calendar of Meetings (Page 45)
- B. Acronym Guide (Page 47)

**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: June 4, 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.

**THIS PAGE  
IS INTENTIONALLY  
BLANK**

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

February 5, 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 9:00 a.m. on Friday, February 5, 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:** Luis Najera, Moss, Levy & Hartzheim, LLP; Lidia Gutierrez, Gutierrez Consultants; Mark Strudley and Antonella Gentile, County of Santa Cruz; Maura Twomey, Diane Eidam, Ana Flores, and Bobbie Grant, 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**

Chair Bilicich welcomed Supervisor Kollin Kosmicki, and Director Sonny Flores to the PRWFPA Board of Directors.

**5. ELECTION OF OFFICERS FOR 2021**

Director Bilicich was nominated as Chair of the Authority.

Director Baillie was nominated as Vice Chair of the Authority.

**Motion made by Director Wasserman, seconded by Director Phillips to elect Director Bilicich as Chair and Director Baillie as the Vice Chair of the Authority. Motion passed unanimously.**

**6. PRESENTATIONS**

**A. Draft Audited Financial Statements for FY 2019-2020**

Luis Najera, Moss, Levy & Hartzheim, LLP, presented the draft audited financial statements for FY 2019-2020. Mr. Najera reported that the Authority received an unmodified clean opinion and there were no findings.

**7. CONSENT**

**A. Minutes of the November 6, 2020 Board of Directors Meeting**

The minutes of the November 6, 2020 Board of Directors meeting were approved.

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

The invoices for services rendered by Gutierrez Consultants from October 2020, November 2020 and December 2020 were approved.

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

The invoices for services rendered by RAPS, Inc. from October 2020, November 2020, and December 2020 were approved.

**D. Approval of ABC Law Firm Invoice**

The October 2020 and November 2020 ABC Law Firm invoices were approved.

**E. Approval of Planeteria Invoice**

The October 2020 to November 2020 Planeteria invoices were approved.

**F. Financial Update Report**

The financial update report was accepted.

**Motion made by Director Phillips, seconded by Director Caput to approve the consent agenda. Motion passed unanimously.**

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

None.

## **9. PLANNING**

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

Mark Strudley, County of Santa Cruz reported that numerous milestones have been reached with the Pajaro River Reconstruction Levee project that will pivot the project into the design phase. Last year, 1.8 million was secured through FY 20 Work Plan Funds. We were notified by the Corps that we were awarded 2.815 million dollars in additional funds. The project will still have to go through the construction appropriation process in two years to get the construction funds to start to build. Mr. Strudley reported that they plan to start the design phase with the Corps next month. They are waiting for the Corps to complete their Project Management Plan which is necessary to execute the design agreement. An executed design agreement is expected next month which will allow the FY 20 Work Plan funds to open. The old agreements with the Corps are being closed out. As part of the close out arrangement was a credit request for design routine costs. These are costs that the non-federal sponsors have accrued towards the project. The Corps has agreed to credit those funds towards the total project costs during the construction phase when the Project Partnership agreement is signed. The total amount of the credit is 3.16 million. Mr. Strudley added that this is a tremendous win for our community and it could not have been done without the help of the PRWFPA, Congressman Panetta, and the Chairs of the individual non-federal sponsors. Mr. Strudley gave an update on the Subventions Agreement. The Subventions agreement has not been signed with the State. The Subventions agreement allows a 70% cost share match to the non-federal or local money that are required for this project. The Subventions agreement will be signed as soon as the Corps executes their Project Management Plan. Staff will continue to have discussions with the State on grant programs as well as the subventions authorization. Mr. Strudley also gave an update on the Finance and Governance Committee for this project. A Joint Powers agency to sponsor and execute the project is moving forward. The JPA that would support the agency has been adopted and approved by four out of five of the candidate agencies. The remaining hearings will occur later this month. The Joint Powers agency will be the signatory of the design agreement.

Director Wasserman stated that he has been on the PRWFPA Board for 11 years and Mr. Strudley's report has been the most positive announcement he's heard for the project. Mr. Strudley has done a phenomenal job and thanked his for all that he has accomplished. Brief discussion followed.

## **10. OTHER BUSINESS**

## **11. ADJOURNMENT**

The meeting adjourned at 9:35 a.m.

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

**BOARD MEETING DATE: February 5, 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# 5</b> | <b>Item# 7</b> |
| County of Monterey  | John Phillips     | X                 | Y              | Y              |
| County of San Benito  | Kollin Kosmicki   | X                 | Y              | Y              |
| 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 (Non-Voting Members)</b>                               |                   |                   |                |                |
| City of Gilroy<br>(Associate Member)  | Vacant            | n/a               |                |                |
| City of Hollister<br>(Associate Member)                                     | Vacant            | n/a               |                |                |
| City of Morgan Hill<br>(Associate Member)                                   | Rene Spring       | AB                |                |                |

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





## Gutierrez Consultants

February 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 January 1, 2021 through January 31, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$1,952.00 and the balance remaining is \$59,203.

Sincerely,

Lidia Gutierrez  
Principal

Gutierrez Consultants  
 118 Diablo Ranch Court  
 Danville, CA 94506

# Invoice

|   |
|---|
| <b>Bill To:</b>   |
| Pajaro River Watershed FPA<br>PO Box 2453<br>Seaside, CA 93955-2453 |

| Date     | Invoice No. | Project | Service Period |
|----------|-------------|---------|----------------|
| 02/10/21 | 1563        |         | 1/1/21-1/31/21 |

| Item                               | Description   | Quantity | Rate         | Amount            |
|------------------------------------|---|----------|--------------|-------------------|
| FPA Subtask 1.9<br>Partner Facilit | Review Hollister Storm Water Resource Plan; prepare for and participate in call with staff regarding Storm Water Plan; coordination with Hollister regarding expansion of plan scope; draft edits to Management Discussion and Analysis for the FPA 2020 Audit; participate in January 19, 2021 Staff Working Group meeting; begin preparation of Pajaro River grant application Letter of Support (LOS) and Board memo, research LOS needs (not needed at this time; coordination with RES regarding FPA studies and Mitigation Bank in San Felipe Lake area | 8        | 244.00       | 1,952.00          |
|                                    |   |          | <b>Total</b> | <b>\$1,952.00</b> |



## Gutierrez Consultants

March 6, 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 February 1, 2021 through February 28, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$2,684.00 and the balance remaining is \$56,519.00.

Sincerely,

Lidia Gutierrez  
Principal

Gutierrez Consultants  
 118 Diablo Ranch Court  
 Danville, CA 94506

# Invoice

|   |
|---|
| <b>Bill To:</b>   |
| Pajaro River Watershed FPA<br>PO Box 2453<br>Seaside, CA 93955-2453 |

| Date     | Invoice No. | Project | Service Period |
|----------|-------------|---------|----------------|
| 03/06/21 | 1572        |         | 2/1/21-2/28/21 |

| Item                               | Description  | Quantity | Rate         | Amount            |
|------------------------------------|--|----------|--------------|-------------------|
| FPA Subtask 1.9<br>Partner Facilit | Review February 5, 2021 Board of Directors' meeting agenda and prepare for meeting; participate in February 5, 2021 Board Meeting; review revised Hollister Stormwater Resources Plan study area boundary map; coordination with FPA and Hollister regarding expanded area and possible participation by FPA; review SWRP guidelines and requirements; coordination with Hollister and SWG regarding funding awards, SWRP, and presentation at SWG meeting; review draft website language; provide info for IRWM plan website content; coordinate with Hollister SWRP consultant; review and comment on Floodplain Management, Protection, and Risk Awareness Grant Program; prepare for and participate in February 16, 2021 Staff Working Group meeting; review final FMRA comment letter and coordination regarding submittal; FPA website design call with staff; review and edit website content drafts | 11       | 244.00       | 2,684.00          |
|                                    |  |          | <b>Total</b> | <b>\$2,684.00</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, 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 **January 1 through January 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 **April 2, 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                | 2 hours @    | \$ 242.00 | \$ 484.00          |
| Director of Finance & Administration | 2 hours @    | \$ 196.00 | \$ 392.00          |
| Principal Accountant                 | 0 hours @    | \$ 120.00 | \$ -               |
| Associate Planner                    | 0 hours @    | \$ 121.00 | \$ -               |
| GIS Coordinator                      | 3.5 hours @  | \$ 186.00 | \$ 651.00          |
| Senior Executive Assistant           | 13.5 hours @ | \$ 121.00 | \$ 1,633.50        |
| Total                                | <u>21</u>    | Subtotal  | <u>\$ 3,160.50</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: \$ 3,160.50

Sincerely,

Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
January 1 - January 31, 2021

| Position Title                       | Total Hours | Billing Rate | Total Cost |
|--------------------------------------|-------------|--------------|------------|
| Executive Coordinator                |             |              |            |
| Project 530 Admin                    | 2.00        | 242.00       | 484.00     |
| Subtotal                             | 2.00        | 242.00       | 484.00     |
| Director of Finance & Administration |             |              |            |
| Project 530 Admin                    | 2.00        | 196.00       | 392.00     |
| Subtotal                             | 2.00        | 196.00       | 392.00     |
| 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                    | 13.50       | 121.00       | 1,633.50   |
| Subtotal                             | 13.50       | 121.00       | 1,633.50   |
| Total                                | 21.00       |              | 3,160.50   |

**Tasks Completed:**

**Executive Coordinator**

Preparation of the January 19, 2021 SWG meeting; Attendance of the January 19, 2021 SWG meeting; Preparation of the February 5, 2021 PRWFPA Board of Directors agenda; Held orientation meetings with new PRWFPA Board members.

**Director of Finance & Administration**

Prepared financial statements for 2/5/21 Board of Directors meeting.

**GIS Coordinator**

Meeting with the consultant Planeteria on the PRWFPA ADA compliant website redesign project, Participated in SWG meeting, Internal staff project website meetings, Website postings of Board agenda and items.

**Principal Accountant**

**Associate Planner**

**Senior Executive Assistant**

Preparation, distribution of agenda and attendance of the January 19, 2021 SWG meeting; Preparation and distribution of the February 5, 2021 PRWFPA Board of Directors agenda; Meeting with the consultant Planeteria on the PRWFPA ADA compliant website redesign project; Created crosswalk & list of current content for PRWFPA website; Worked with PRWFPA partners to identify new content for the PRWFPA website and transfer the information to Planeteria's Basecamp software; Scheduled meetings between new PRWFPA Board members & Maura Twomey, Executive Coordinator.

# 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    | \$ -                | \$ -                |
| March, 2021       | \$ -                | \$ -                |
| April, 2021       | \$ -                | \$ -                |
| May, 2021         | \$ -                | \$ -                |
| June, 2021        | \$ -                | \$ -                |
| <b>Subtotal</b>   | <b>\$ 16,272.50</b> | <b>\$ 28,727.50</b> |
| Balance Available |                     | <u>\$ 28,727.50</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

February 28, 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 **February 1 through February 28, 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 **June 5, 2020.**

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                      | 2 hours @  | \$ 186.00 | \$ 372.00          |
| Senior Executive Assistant           | 19 hours @ | \$ 121.00 | \$ 2,299.00        |
| Total                                | <u>24</u>  | Subtotal  | <u>\$ 3,397.00</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: \$ 3,397.00

Sincerely,

Maura F. Twomey  
Executive Coordinator



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

Invoice for PRWFPA  
February 1 - February 28, 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                    | 2.00        | 186.00       | 372.00     |
| Subtotal                             | 2.00        | 186.00       | 372.00     |
| Senior Executive Assistant           |             |              |            |
| Project 530 Admin                    | 19.00       | 121.00       | 2,299.00   |
| Subtotal                             | 19.00       | 121.00       | 2,299.00   |
| Total                                | 24.00       |              | 3,397.00   |

**Tasks Completed:**

**Executive Coordinator**

Attendance of the February 5, 2021 PRWFPA Board of Directors meeting; Preparation of the February 16, 2021 SWG agenda; Attendance of the February 16, 2021 SWG meeting; Held orientation meetings with new PRWFPA Board members.

**Director of Finance & Administration**

**GIS Coordinator**

Meeting with the consultant Planeteria on the PRWFPA ADA compliant website redesign project, and Internal staff project website meetings and calls.

**Principal Accountant**

**Associate Planner**

**Senior Executive Assistant**

Attendance of the February 5, 2021 PRWFPA Board of Directors meeting; Travel to Watsonville to meet Nancy Bilicich, PRWFPA Chair to sign checks approved at the February 5, 2021 Board of Directors meeting; Preparation and distribution of the February 16, 2021 SWG agenda; Attendance of the February 16, 2021 SWG meeting; Meeting with the consultant Planeteria on the PRWFPA ADA compliant website redesign project; Continued work on content/structure for new PRWFPA website; Continued work with PRWFPA partners to identify new content for the PRWFPA website and transfer the information to Planeteria's Basecamp software.

# 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       | \$ -                | \$ -                |
| April, 2021       | \$ -                | \$ -                |
| May, 2021         | \$ -                | \$ -                |
| June, 2021        | \$ -                | \$ -                |
| <b>Subtotal</b>   | <b>\$ 19,669.50</b> | <b>\$ 25,330.50</b> |
| Balance Available |                     | <u>\$ 25,330.50</u> |

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



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

To:

**Invoice Date**  
 04 Mar 2021

**Invoice Number**  
 18248

**Due on Receipt**

# INVOICE

PRWFPA

| Description  | Quantity | Unit Price             | Amount USD    |
|--|----------|------------------------|---------------|
| Development, PRWFPA Website design and development |          |                        |               |
| Work done from Dec 1 - Dec 31                      | 5.00     | 110.00                 | 550.00        |
| Phase 3 - Visual Design - 5 hours                  |          |                        |               |
|  |          | Subtotal               | 550.00        |
|  |          | Total No Tax 0%        | 0.00          |
|  |          | Invoice Total USD      | 550.00        |
|  |          | Total Net Payments USD | 0.00          |
|  |          | <b>Amount Due USD</b>  | <b>550.00</b> |

**Due Date: 04 Mar 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)**

**THIS PAGE  
IS INTENTIONALLY  
BLANK**

## MEMORANDUM

**TO:** PRWFPA Board of Directors

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

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

**SUBJECT:** Financial Update Report

**MEETING DATE:** April 2, 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 February 28, 2021 as well as a budget-to-actual comparison for fiscal year (FY) 2020-2021. Amounts in the financial update report are unaudited.

The Balance Sheet reflects a cash balance of \$666,464.21. There were no accounts receivables outstanding as of February 28, 2021.

The current liabilities balance is \$11,743.50. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2020 through February 28, 2021, PRWFPA incurred routine operational expenditures for contractual services. The services provided are summarized as follows:

- RAPS, Inc.: Staff Working Group (SWG) and Board of Director's agenda preparation and meeting attendance, accounting and audit related work. Website 508 ADA Compliance related work.

- Gutierrez Consultants: Work associated with new website redesign, Open Space Authority (OSA) lease agreement, SWG meeting preparation and attendance, and IRWM.
- Atchison, Barisone & Condotti: Ongoing legal services consisting of OSA Lease agreement review, comment and revision, and review of the Gonzales sale.
- Planeteria Media: ADA Compliant Website re-design.

Expenses for the period of July 1, 2020 through February 28, 2021 totaled \$49,588.41, which included professional services and other expenses.

PRWFPA’s Profit and Loss Statement reflects an excess of revenue over expense of \$31,460.26 for the period July 1, 2020 through February 28, 2021.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For  
Period July 1, 2020 Through December 31, 2020**

| <b>Expense</b>        | <b>Budget<br/>July - February 2021</b> | <b>Actual<br/>July - February 2021</b> | <b>Difference</b>   |
|-----------------------|--|--|---------------------|
| Professional Services | \$ 105,267.00                          | \$ 47,804.68                           | \$ 57,462.32        |
| Insurance             | \$ 933.00                              | \$ 1,080.00                            | \$ (147.00)         |
| Supplies              | \$ 2,333.00                            | \$ 703.73                              | \$ 1,629.27         |
| Travel                | \$ 5,667.00                            | \$ -                                   | \$ 5,667.00         |
| <b>Total</b>          | <b>\$ 114,200.00</b>                   | <b>\$ 49,588.41</b>                    | <b>\$ 64,611.59</b> |
| <b>Revenue</b>        |  |  |                     |
| State/Local Revenue * | \$ 55,667.00                           | \$ 81,048.67                           | \$ 25,381.67        |
|                       |  |  |                     |

\* State/Local Revenue does not include \$87,800.00 which will be used from reserves

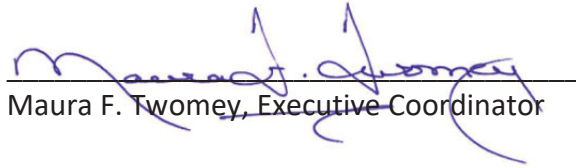
Professional Services are under budget primarily due to the timing of work provided by contractual obligation.

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 February 28, 2021
2. Profit and Loss Statement: July 1, 2020 through February 28, 2021
3. Accounts Payable Aging Detail as of February 28, 2021
4. Check Register: January 1, 2021 through February 28, 2021

**APPROVED BY:**



Maura F. Twomey, Executive Coordinator

**Pajaro River Watershed Flood Prevention Authority**  
**Balance Sheet - Attachment 1**  
**As of February 28, 2021**

|   | <u><b>February 28, 21</b></u>      |
|---|------------------------------------|
| <b>ASSETS</b>                               |                                    |
| <b>Current Assets</b>                       |                                    |
| <b>Cash and Cash Equivalents</b>            |                                    |
| Cash in Bank Checking                       | 528,073.89                         |
| LAIF Account                                | 138,390.32                         |
| <b>Total Cash and Cash Equivalents</b>      | <u>\$ 666,464.21</u>               |
| <b>Accounts Receivable</b>                  |                                    |
| Accounts Receivable                         | -                                  |
| <b>Total Accounts Receivable</b>            | <u>\$ -</u>                        |
| <b>TOTAL ASSETS</b>                         | <u><u><b>\$ 666,464.21</b></u></u> |
| <b>LIABILITIES &amp; FUND BALANCE</b>       |                                    |
| <b>Liabilities</b>                          |                                    |
| <b>Current Liabilities</b>                  |                                    |
| Accounts Payable                            | 11,743.50                          |
| <b>Total Current Liabilities</b>            | <u>\$ 11,743.50</u>                |
| <b>Total Liabilities</b>                    | <u>\$ 11,743.50</u>                |
| <b>Fund Balance - Unrestricted</b>          |                                    |
| Fund Balance - Beginning of Fiscal Year     | 623,260.45                         |
| Net Income/(Loss)                           | 31,460.26                          |
| <b>Total Fund Balance - Unrestricted</b>    | <u>654,720.71</u>                  |
| <b>TOTAL LIABILITIES &amp; FUND BALANCE</b> | <u><u><b>666,464.21</b></u></u>    |



Pajaro River Watershed Flood Prevention Authority

Profit & Loss - Attachment 2

July 1, 2020 through February 28, 2021

July 1, 2020 - February 28, 2021

|  |        |                            |
|--|--------|----------------------------|
| <b>Income</b>                                      |        |                            |
| Interest   |        | 1,048.67                   |
| Member Dues  |        | 80,000.00                  |
| <b>Total Income</b>                                |        | <u>\$ 81,048.67</u>        |
| <b>Expense</b>                                     |        |                            |
| Audit Expense                                      |        | 5,390.00                   |
| Gutierrez Consultants                              |        | 13,481.00                  |
| Planeteria   |        | 8,250.00                   |
| Regional Analysis & Planning Services, Inc. (RAPS) |        | 19,669.50                  |
| Insurance  |        | 1,080.00                   |
| Legal Services                                     |        | 1,014.18                   |
| Other Expense                                      |        |                            |
| Web Hosting Costs                                  | 599.98 |                            |
| Meetings/Supplies/Other                            | 103.75 |                            |
| <b>Total Other Expense</b>                         |        | <u>703.73</u>              |
| <b>Total Expense</b>                               |        | <u>\$ 49,588.41</u>        |
| <b>Net Income/(Loss)</b>                           |        | <u><u>\$ 31,460.26</u></u> |

**Pajaro River Watershed Flood Prevention Authority**  
**A/P Aging Detail - Attachment 3**  
**As of February 28, 2021**

| <b>Date</b>  | <b>Num</b> | <b>Name</b>                           | <b>Due Date</b> | <b>Open Balance</b>              |
|--------------|------------|---------------------------------------|-----------------|----------------------------------|
| 01/31/2021   | 1061       | Regional Analysis & Planning Services | 04/01/2021      | 3,160.50                         |
| 02/28/2021   | 1062       | Regional Analysis & Planning Services | 04/29/2021      | 3,397.00                         |
| 01/31/2021   | 1563       | Gutierrez Consultants                 | 05/01/2021      | 1,952.00                         |
| 02/28/2021   | 1572       | Gutierrez Consultants                 | 05/29/2021      | 2,684.00                         |
| 12/31/2020   | 18248      | Planeteria Media                      | 01/10/2021      | 550.00                           |
| <b>Total</b> |            |                                       |                 | <b><u><u>\$11,743.50</u></u></b> |

**Pajaro River Watershed Flood Prevention Authority**  
**Check Register - Attachment 4**  
**January 01, 2021 to February 28, 2021 Memo**

| Date         | Num | Name                                  | Amount                     |
|--------------|-----|---------------------------------------|----------------------------|
| 01/26/2021   | 912 | AMBAG                                 | 703.73                     |
| 01/26/2021   | 913 | Atchison Barisone & Condotti          | 176.60                     |
| 01/26/2021   | 914 | Gutierrez Consultants                 | 4,575.00                   |
| 01/26/2021   | 915 | Moss, Levy & Hartzheim                | 5,390.00                   |
| 01/26/2021   | 916 | Planeteria Media                      | 2,200.00                   |
| 01/26/2021   | 917 | Regional Analysis & Planning Services | 8,304.50                   |
| <b>TOTAL</b> |     |                                       | <b><u>\$ 21,349.83</u></b> |

**THIS PAGE  
IS INTENTIONALLY  
BLANK**

### MEMORANDUM

**TO:** PRWFPA Board of Directors

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

**SUBJECT:** Contract with the Wallace Group to Prepare Storm Water Resource Plan for the Greater Hollister Area

**MEETING DATE:** April 2, 2021

#### RECOMMENDATION:

Approve contract with the Wallace Group to prepare a Storm Water Resource Plan for the Greater Hollister Area, 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 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:**

Wallace Group has prepared a draft SWRP for the City of Hollister, which includes watersheds within City limits and northern portions of San Benito County. This report preparation was to support the City's pursuance of Proposition 1 Round 2 Storm Water Grant Funding for the City's Industrial Wastewater Treatment Plant improvements. The current draft of the SWRP encompasses three (3) sub-watersheds: Tequisquita Slough, Santa Ana Creek, and Bird Creek-San Benito River.

As described in the SWRP Guidelines, entities preparing a SWRP should use watershed boundaries as opposed to political boundaries, county lines, property boundaries, vegetation-type edges, highways, fences, federal reserves, or any other non-watershed boundary. The applicable watersheds and sub-watersheds should not be split or divided.

The Pajaro River Watershed Flood Prevention Authority (FPA) Staff Working Group (SWG) requested an expansion to the City of Hollister 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 will allow the FPA 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 SWG requested a proposal from the Wallace Group to amend the plan to incorporate the required SWRP information for the expanded planning boundary. Much of the information that is required for the inclusion of the Upper and Lower Pajaro and the Lower Pacheco subwatersheds has been prepared in previous related documents. As part of this effort to incorporate this existing information into the current draft SWRP, the Wallace Group will utilize this existing work and data that has been developed by the FPA and other partner agencies. The amended plan will be submitted to the FPA Board for approval and ultimately submitted by the City of Hollister to the State Water Board per Water Code section 10563(c)(1).

The Scope of Services includes the following tasks:

- Task 1 Project Management and Meetings (including one Board meeting)
- Task 2 Compile Current Knowledge of Subwatersheds and Receiving Water Quality/Health
- Task 3 Identify Types and Locations of SWRP Projects
- Task 4 Develop Priority Project/Program List and Initial Concepts
- Task 5 Prepare Stormwater Resource Plan

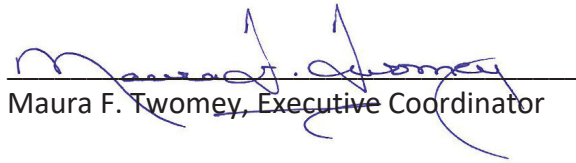
The schedule for completion of the report is aggressive but designed to ensure maximum funding eligibility for current funding programs. Work will begin immediately following Board approval at the April 2, 2021 meeting and a presentation of the final

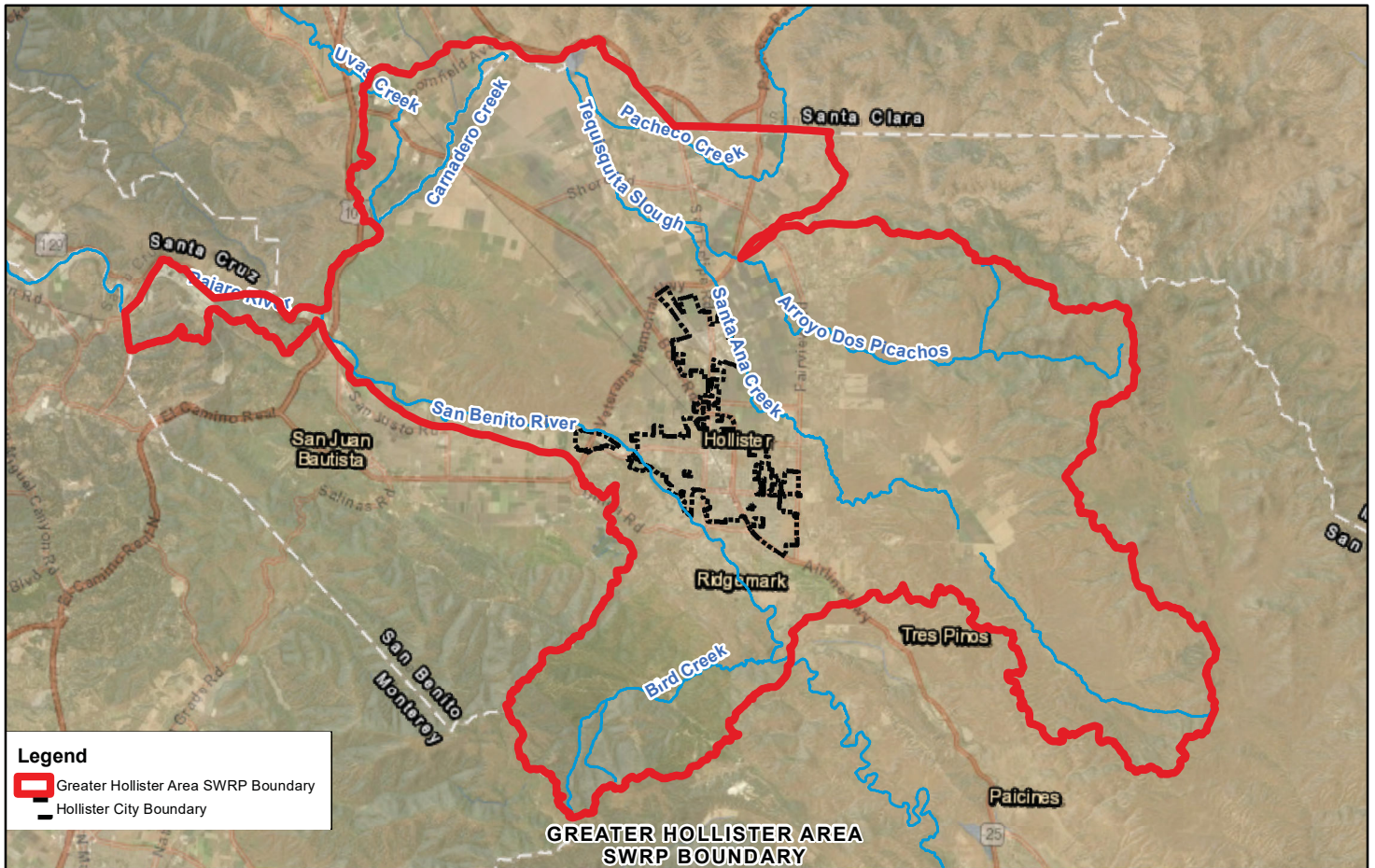
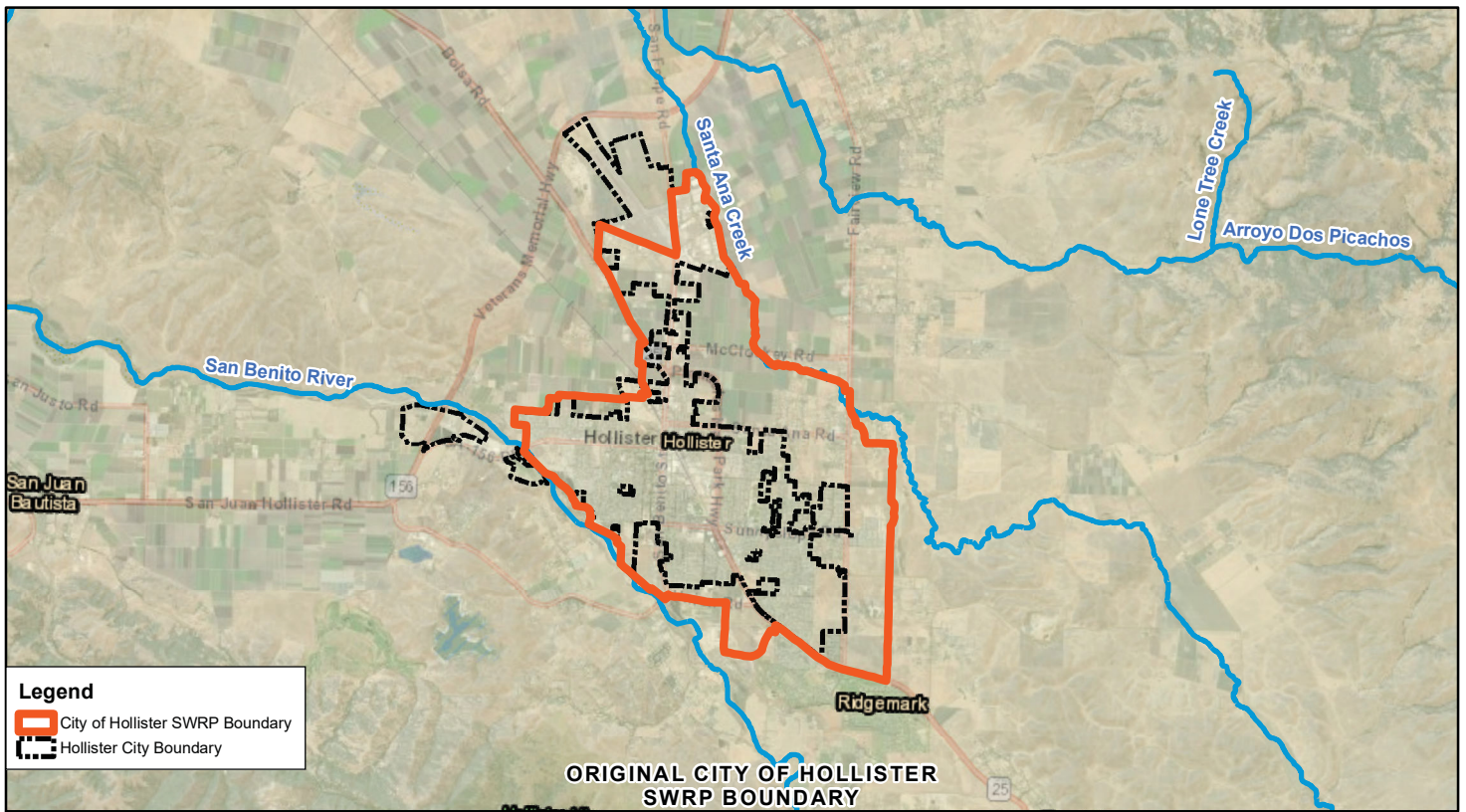
SWRP is anticipated to occur at the June 4, 2021 Board meeting. Wallace Group will perform the services denoted in the proposed Scope of Services for a total fee, including reimbursables, not to exceed \$15,000.

**ATTACHMENTS:**

1. SWRP Planning Boundary Map
2. Wallace Group Proposal

**APPROVED BY:**

  
Maura F. Twomey, Executive Coordinator





Attachment 2



WALLACE GROUP®

- CIVIL AND TRANSPORTATION ENGINEERING
- CONSTRUCTION MANAGEMENT
- LANDSCAPE ARCHITECTURE
- MECHANICAL ENGINEERING
- PLANNING
- PUBLIC WORKS ADMINISTRATION
- SURVEYING / GIS SOLUTIONS
- WATER RESOURCES

TRANSMITTAL

Date: March 25, 2021

Project Number: PP21-7214-0915

To: Maura Twomey  
 cc: Ana Flores  
 Pajaro River Watershed Flood  
 Prevention Authority  
 24580 Silver Cloud Court  
 Monterey, California 93940

VIA Email

Phone: (831) 883-3750  
 Fax:  
 Email: [mtwomey@ambag.org](mailto:mtwomey@ambag.org)  
[aflores@ambag.org](mailto:aflores@ambag.org)

From: Kari E. Wagner, PE  
 Principal  
**WALLACE GROUP**  
 612 Clarion Court  
 San Luis Obispo, CA 93401

Phone: 805 544-4011  
 Fax: 805 544-4294  
 Email: [kariw@wallacegroup.us](mailto:kariw@wallacegroup.us)

Subject: Proposal for Greater Hollister Area Stormwater Resource Plan (SWRP)

Please find attached our proposal for the above referenced project. If this proposal meets with your approval, please sign where indicated and return to our office, **to the attention of Kylie Castle (kyliec@wallacegroup.us), Marketing Coordinator**, which will serve as our notice-to-proceed on your project.

Please call me if you have any questions at 805 544-4011.

Thank you.

ATTACHMENT  
 PP21-7214  
 Exhibit A  
 Proposed SWRP Boundary

WALLACE GROUP  
 A California Corporation

612 CLARION CT  
 SAN LUIS OBISPO  
 CALIFORNIA 93401

T 805 544-4011  
 F 805 544-4294

[www.wallacegroup.us](http://www.wallacegroup.us)

March 24, 2021

Maura Twomey  
Pajaro River Watershed Flood Prevention Authority  
24580 Silver Cloud Court  
Monterey, California 93940

Subject: Greater Hollister Area Stormwater Resource Plan (SWRP)

Dear Ms. Twomey:

Wallace Group appreciates the opportunity to provide you with our proposal for engineering services for the above referenced project. Based on our discussion with Lidia Gutierrez, the following Scope of Services has been prepared for your consideration:

### PROJECT UNDERSTANDING

Wallace Group has prepared a draft Storm Water Resource Plan (SWRP) for the City of Hollister, which includes watersheds within City limits and northern portions of San Benito County. This report preparation was to support the City's pursuance of Proposition 1 Round 2 Storm Water Grant Funding for the City's Industrial Wastewater Treatment Plant improvements. On February 23<sup>rd</sup>, the City received notice from the State Water Resources Control Board (SWRCB) that the project was not chosen for funding but has been placed on the "standby" list should awarded projects be cancelled or other funding become available.

The current draft of the SWRP encompasses three (3) sub-watersheds: Tequisquita Slough, Santa Ana Creek, and Bird Creek-San Benito River. The Pajaro River Flood Prevention Authority (FPA) has expressed interest in expanding this SWRP boundary to include portions of the Upper and Lower Pajaro River subwatersheds, the Lower Pacheco Creek subwatershed, and the Lower Uvas Creek subwatershed within the County of San Benito and the Soap Lake 100-yr floodplain in Santa Clara County. Inclusion of these subwatersheds will allow the FPA to include the Soap Lake Floodplain Preservation Project into this SWRP, along with coordination of other projects that may have been identified in the Upper and Lower Pajaro watersheds according to the South Santa Clara County SWRP and Santa Cruz County SWRP.

Much of the information that is required for the inclusion of the Upper and Lower Pajaro, Lower Pacheco, and the Lower Uvas Creek subwatersheds has been prepared in previous related documents. As part of this effort to incorporate this existing information into the current draft SWRP, we expect to utilize this existing work and data that has been developed by the FPA and other partner agencies. We anticipate receiving support from the FPA Staff Working Group (SWG) before presenting the SWRP to the FPA Board. It is assumed that Santa Clara County and Santa Clara Valley Water District will have represented members on the FPA Board and additional approvals by the Santa Clara County Board of Supervisors and the Santa Clara Valley Water District Board of Directors will not be required for the portion of the SWRP boundary within Santa Clara County. Once approved by the FPA Board, the SWRP will be presented to San Benito County Water District to be incorporated into the IRWMP per Water Code Section 10562(b)(7) and the City of Hollister City Council for submission to the State Water Board per Water



CIVIL AND  
TRANSPORTATION  
ENGINEERING

CONSTRUCTION  
MANAGEMENT

LANDSCAPE  
ARCHITECTURE

MECHANICAL  
ENGINEERING

PLANNING

PUBLIC WORKS  
ADMINISTRATION

SURVEYING /  
GIS SOLUTIONS

WATER RESOURCES

WALLACE GROUP  
A California Corporation

612 CLARION CT  
SAN LUIS OBISPO  
CALIFORNIA 93401

T 805 544-4011  
F 805 544-4294

[www.wallacegroup.us](http://www.wallacegroup.us)



Code section 10563(c)(1). Based on our understanding, the following Scope of Services has been prepared for your consideration:

## **SCOPE OF SERVICES**

### **Task 1 - Project Management and Meetings**

Wallace Group will provide day-to-day project management and coordination to facilitate the preparation of project deliverables. This will include coordination for work product reviews, attendance at meetings, and exchange of information with the FPA and other parties.

We anticipate that the SWRP preparation process will be highly interactive with FPA SWG members, including acknowledgement from Santa Clara Valley Water that this SWRP encroaches into the South Santa Clara County SWRP boundary. As part of this process, Wallace Group will coordinate and attend the following meetings:

1. Project kick-off meeting
2. Two (2) Project progress/review meetings with FPA SWG
3. One (1) presentation at FPA SWG meeting
4. One (1) presentation at FPA Board Meeting

The goal of the kick-off meeting is to work with the FPA to identify available background information, and to receive FPA suggestions, recommendations, and direction regarding the SWRP. Given the accelerated schedule for this project, we request that available information is provided to us at the time of the kick-off meeting.

### **Task 2 - Compile Current Knowledge of Subwatersheds and Receiving Water Quality/Health**

It is our understanding that the FPA would like to focus this effort on providing additional information to the current SWRP based on the Upper and Lower Pajaro River, Lower Pacheco Creek, and Lower Uvas Creek subwatersheds. We anticipate that most of the work effort for this task will involve review of existing available documentation provided and incorporation of applicable information into the SWRP. It is assumed that all relevant existing documents will be identified by the FPA and provided for use.

### **Task 3 - Identify Types and Locations of SWRP Projects**

The goal of Task 3 will be to utilize the information identified in Task 2 in combination with review of the projects outlined in both the South Santa Clara County and Santa Cruz County SWRPs to identify projects within the expanded study area. Using the guidance in Table 3: Benefits Metric (Section VI.C.1) from the Stormwater Resource Plan Guidelines, we will use quantitative methods to identify projects and/or programs that provide benefits to one (or more) of the watershed characteristics described in Task 2. Due to the accelerated project schedule, we assume that the quantitative benefit analysis will be based on published sources of existing data (pollutant loading, soils, topography, etc.) and will not require any field data collection.

### **Task 4 - Develop Priority Project/Program List and Initial Concepts**

Building on the analysis from Task 3, any additional projects identified in the expanded boundary will be prioritized based on guidance from Table 4: Stormwater Management Benefits (Section VI.D.2) in the State Water Resources Control Board Stormwater Resource Plan Guidelines. We will prioritize projects based on their associated environmental, economic, and social benefits to not just the City of Hollister, but the



Pajaro River watershed as a whole. This information will be summarized in a project cut sheet for use in future project planning.

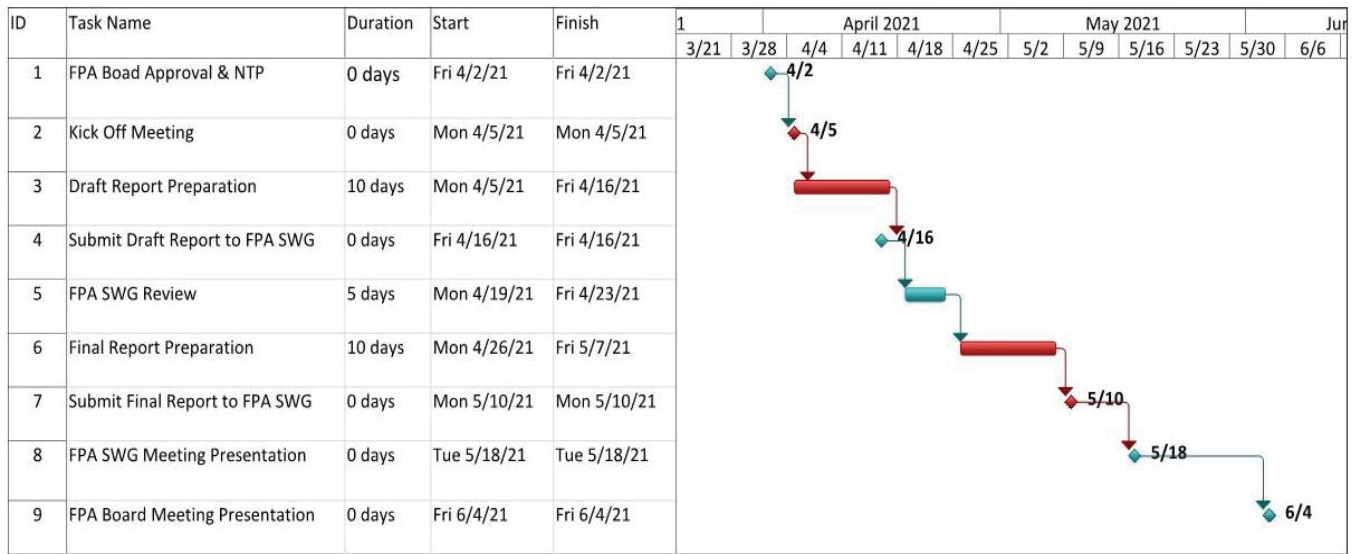
**Task 5 - Prepare Stormwater Resource Plan**

Based on the work prepared in Tasks 1 - 4, Wallace Group will prepare an updated Stormwater Resource Plan. We anticipate a draft SWRP will be submitted to the FPA SWG members to provide comments and additional discussion of the expanded boundary area.

**Deliverables:**

- One (1) PDF draft report for FPA SWG to provide comments
- One (1) PDF final report for FPA Board approval

**SCHEDULE**



**PROJECT FEES**

Wallace Group will perform the services denoted in the proposed Scope of Services in accordance with the attached Standard Billing Rates (Exhibit A). These services will be invoiced monthly on an accrued cost basis, and our total fees, including reimbursables will not exceed our estimated fee of \$15,000 without receiving written authorization from the Client.

As stated prior, it is assumed that approvals by the Santa Clara County Board of Supervisors and the Santa Clara Valley Water District Board of Directors will not be required for the portion of the SWRP boundary within Santa Clara County. Should additional coordination with Santa Clara County or other additional services to the Scope of Services be required, Wallace Group will perform the work following the signature of our Contract Amendment or the initiation of a new contract.



**TERMS AND CONDITIONS**

In order to convey a clear understanding of the matters related to our mutual responsibilities regarding this proposal, the current On-Call agreement and terms contained therein is considered a part of our proposal agreement. If this proposal meets with your approval, please prepare a Purchase Order, which will serve as our notice-to-proceed.

We want to thank you for this opportunity to present our proposal for engineering services. If you would like to discuss this proposal in greater detail, please feel free to contact me.

Sincerely,

**WALLACE GROUP, a California Corporation**

**TERMS AND CONDITIONS ACCEPTED:**

Kari E. Wagner, PE C66026  
Principal  
612 Clarion Court  
San Luis Obispo  
California 93401  
T 805 544-4011  
F 805 544-4294  
www.wallacegroup.us

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Attachments  
GGM: PP21-7214, 2019, std  
Exhibit A  
Proposed SWRP Boundary

THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE OF THIS DOCUMENT.

Exhibit A  
Standard Billing Rates



**Engineering, Design & Support Services:**

|  |                |
|--|----------------|
| Assistant Designer/Technician .....          | \$ 90          |
| Designer/Technician I - IV .....             | \$ 95 - \$125  |
| Senior Designer I - III .....                | \$138 - \$148  |
| GIS Technical Specialist .....               | \$135          |
| Senior GIS Technical Specialist .....        | \$145          |
| Associate Engineer I - III .....             | \$ 115 - \$135 |
| Engineer I - IV.....                         | \$145 - \$160  |
| Senior Engineer I - III .....                | \$170 - \$180  |
| Director .....                               | \$185          |
| Principal Engineer/Consulting Engineer ..... | \$215          |
| Principal .....                              | \$230          |

**Support Services:**

|                                |               |
|--------------------------------|---------------|
| Office Assistant .....         | \$ 85         |
| Project Assistant I - III..... | \$ 90 - \$100 |

**Additional Professional Services:**

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$300 an hour. As authorized in advance by the Client, overtime on a project will be billed at 1.5 times the employee's typical hourly rate.

**Direct Expenses:**

Direct expenses will be invoiced to the client and a handling charge of 15% may be added. Sample direct expenses include, but are not limited to the following:

- travel expenses
- sub-consultant services
- agency fees
- delivery/copy services
- mileage (per IRS rates)
- other direct expenses

**Invoicing and Interest Charges:**

Invoices are submitted monthly on an accrued cost basis in accordance with this Fee Schedule. A finance charge of 1.5% per month may be assessed on all balances that are thirty days past due.

**Right to Revisions:**

Wallace Group reserves the right to revise this Schedule of Fees on an annual basis, personnel classifications may be added as necessary.



**LEGEND**

**Subwatersheds**

- Bird Creek-San Benito River
- Lower Pacheco Creek
- Lower Pajaro River
- Lower Uvas Creek
- Santa Ana Creek
- Tequisquita Slough
- Upper Pajaro River
- SWRP Boundary
- Soap Lake 100-Yr Floodplain
- Hollister City Boundary

**WALLACE GROUP**  
 CIVIL ENGINEERING  
 CONSTRUCTION MANAGEMENT  
 LANDSCAPE ARCHITECTURE  
 MECHANICAL ENGINEERING  
 PLANNING  
 PUBLIC WORKS ADMINISTRATION  
 SURVEYING/SOLUTIONS  
 WATER RESOURCES  
 612 CLARION COURT  
 SAN LUIS OBISPO, CA 93401  
 T 805 544-4011 F 805 544-4284  
 www.wallacegroup.us



**GREATER HOLLISTER AREA STORM WATER RESOURCE PLAN**

**PROPOSED SWRP BOUNDARY**

NOTES:  
 BASEMAP PROVIDE BY  
 SAN BENITO COUNTY.  
 WALLACE GROUP DID  
 NOT PERFORM BOUNDARY  
 SURVEY SERVICES FOR THIS  
 MAP. NOT A LEGAL DOCUMENT.  
 MAP PRODUCED MARCH 2021.



**THIS PAGE  
IS INTENTIONALLY  
BLANK**



March 11, 2021

The Honorable Henry Stern  
Chair  
Senate Committee on Natural Resources and Water  
State Capitol  
Sacramento, CA 95814  
(Via Email)

**RE: SB 496 (LAIRD, RIVAS & STONE)**  
**POSITION: Pajaro River Watershed Flood Prevention Authority (PRWFPA)**

Dear Mr. Chair:

Thank you for the opportunity to comment. I write to respectfully encourage your committee to pass SB 496 for the reasons set forth below.

### **Issue**

The Department of Water Resources believes legislative clarity is needed to allow State Subventions funding consistent with voter-approved grant programs. The Water Code places a statutory limit on the cost share allowance under the Subventions Program for the Pajaro River Flood Risk Management Project that is inconsistent with voter-approved grant programs that provide 90-100% cost share for multi-benefit projects protecting Disadvantaged Communities. These same grant programs (Propositions, or “Water Bonds”) are used to fund the Subventions Program.

Furthermore, DWR’s current interpretation of the State subventions statute places any grant award to the Pajaro River Flood Risk Management Project, from any State agency and regardless of that specific program’s cost share allowances, within the maximum 70% cost share cap specified in the Subventions Water Code. This is inconsistent with the programmatic limits of those grant awards.

The FPA was established by the California State Legislature in 2000 to “identify, evaluate, fund and implement flood prevention and control strategies in the Pajaro River Watershed on an intergovernmental basis.” The Pajaro River watershed encompasses a 1,310 square mile region terminating in the Monterey Bay. The FPA is made up of the four counties and flood management agencies in the watershed, including:

County of Santa Clara  
Santa Clara Valley Water District (now Valley Water)  
County of San Benito  
San Benito County Water District  
County of Santa Cruz  
Santa Cruz County Zone 7 Flood Control District  
County of Monterey  
Monterey County Water Resources Agency

The geographical nature of the watershed made it critical that a Joint Powers Authority representing the entire watershed work together to develop a sustainable flood protection strategy. The eight Directors of the FPA represent the interests of their respective counties and flood districts but share the regional support of flood protection improvements for the lower Pajaro River watershed. As part of our effort, the FPA with the eight member agencies, affirms its strong support for State Subventions funding for the design and construction of the Pajaro River Flood Risk Reduction project, consistent with voter-approved cost share limits.

### **Solution**

Authorize the Department of Water Resources to apply the same cost-share standards to the Subventions Program authorization for the Pajaro River Flood Risk Management Project as that which has been patterned in voter-approved bonds for at least the past decade that fund the Subventions Program.

### **Discussion**

The current configuration of flood protection on the Pajaro River, a levee system constructed in 1949, provides only 5-year flood protection along the Pajaro River and 7-year flood protection along the adjacent Salsipuedes Creek—based on an analysis developed by the Army Corps of Engineers. Since its construction, the region has experienced six major floods; the 1995 event caused over \$95 million in damages and two people lost their lives. The levees came perilously close to rupturing again in 2017, and millions of local dollars were spent to flood fight and repair damages to the existing facility.

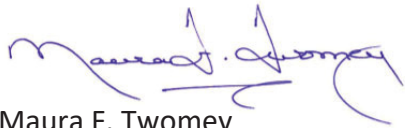
The Army Corps of Engineers' Pajaro River Flood Risk Management Project would provide protection from a 100-year storm for communities in which the per-capita income is less than half the state and national average. The Pajaro Census Designated Place (CDP), a flood prone urban area immediately adjacent to the Pajaro River, is identified as Severely Disadvantaged, and has a median annual household income of 55% of the California Median Household Income. The Project, once built, would provide flood protection for approximately 26,400 people living in households with a median annual household income of less than 80% of the California Median Household Income, and for at least 1334 people living in households with a median annual income of

\$22,798, or only 32% of California Median Household Income. The Project would also provide flood protection for major State highways through the area, including Highways 129, 152, and 1. These transportation routes are critical for emergency evacuation as well as the everyday commercial activities of an important agricultural area that sustains the majority share of a national \$3.1 billion strawberry market.

In order to minimize the cost of a critically needed multi-benefit flood control project to two federally disadvantaged communities in Monterey and Santa Cruz Counties, clarification is needed in the project's authorizing statute to provide a level of funding that is proportionate to the need, and allow the State share of the project from all potential funding sources to be greater than the seventy percent cap that normally applies to projects funded solely by the Subventions program.

Thank you for your consideration of this measure that is critically important to the life and economic safety of the residents of Monterey and Santa Cruz counties. Please do not hesitate to contact Dr. Mark Strudley of the County of Santa Cruz, Jackson R. Gualco, or Cliff Moriyma with any follow-up questions.

Sincerely,



Maura F. Twomey  
Executive Coordinator  
PRWFPA

cc: Honorable Members, Senate Committee on Natural Resources and Water  
Honorable Robert Rivas  
Honorable Mark Stone  
Honorable Wade Crowfoot  
Honorable Karla Nemeth  
Mr. Dennis O'Connor  
Mr. Todd Moffitt  
Mr. Kasey Schimke  
Dr. Mark Strudley  
The Gualco Group, Inc.

**THIS PAGE  
IS INTENTIONALLY  
BLANK**

| <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                                  |

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

|                            |  |
|----------------------------|--|
| <b>June 4, 2021:</b>       | <b>Conference Call</b><br>Meeting Time: 9 am |
| <b>September 10, 2021:</b> | <b>Conference Call</b><br>Meeting Time: 9 am |
| <b>November 5, 2021:</b>   | <b>Conference Call</b><br>Meeting Time: 9 am |

**THIS PAGE  
IS INTENTIONALLY  
BLANK**