

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 Bilich
PRWFPA Vice Chair – John Baillie**

**DATE: February 5, 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 by 5:00 PM, Thursday, February 4, 2021. The subject line should read “Public Comment for the February 5, 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 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. **ELECTION OF OFFICERS FOR 2021**

Recommended Action: ELECT

- Chair Nancy Bilicich

6. **PRESENTATIONS**

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

Recommended Action: INFORMATION

- Diane Eidam, Retired Annuitant

Receive a presentation from Luis Najera, CPA from Moss, Levy & Hartzheim, LLP, on the PRWFPA's Draft Audited Financial Statements for fiscal year 2019-2020. (separately enclosed). (Page 5)

7. **CONSENT AGENDA**

Recommended Action: APPROVE

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

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

- Ana Flores, RAPS, Inc.

Approve the minutes of the November 6, 2020 Board of Directors meeting. (Page 11)

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

- Lidia Gutierrez, Gutierrez Consultants

Approve the October 2020, November 2020, and December 2020 invoices for services rendered by Gutierrez Consultants. (Page 15)

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

- Maura Twomey, RAPS, Inc.

Approve the October 2020, November 2020, and December 2020 invoices for services rendered by RAPS, Inc. (Page 21)

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

- Maura Twomey, RAPS, Inc.

Approve the October 2020 and November 2020 invoices for services rendered by ABC Law Firm. (Page 31)

E. Approval of Planeteria Invoice

- Maura Twomey, RAPS, Inc.

Approve the invoice for services rendered from October 2020 to November 2020 by Planeteria. (Page 37)

F. 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 39)

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

9. PLANNING

A. 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.

10. OTHER BUSINESS

11. ADJOURN

REFERENCE ITEMS:

- A. 2021 Calendar of Meetings (Page 47)
- B. Acronym Guide (Page 49)

NEXT BOARD OF DIRECTORS MEETING:

The 2021 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: April 2, 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, at least 48 hours prior to the meeting date.

MEMORANDUM

TO: PRWFPA Board of Directors

FROM: Maura F. Twomey, Executive Coordinator

RECOMMENDED BY: Diane Eidam, Retired Annuitant

SUBJECT: Audited Financial Statements for FY 2019-2020

February 5, 2021

MEETING DATE:

RECOMMENDATION:

Receive presentation from Moss, Levy & Hartzheim, LLP, on PRWFPA's Audited Financial Statements for fiscal year (FY) 2019-2020.

BACKGROUND/DISCUSSION:

Pursuant to PRWFPA's by-laws, an independent audit firm performs an annual financial audit and an opinion is issued on PRWFPA's financial position as of the year ended June 30. The Audited Financial Statements for FY 2019-2020 are for the period ending June 30, 2020. PRWFPA received an unmodified ("clean") opinion.

The Audited Financial Statements for FY 2019-2020 are comprised of two sections:

Financial Section:

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

Required Supplementary Information:

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

FINANCIAL IMPACT:

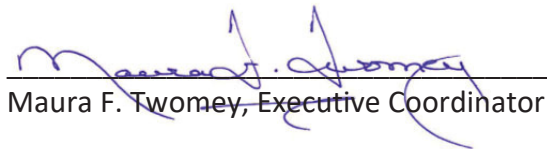
The Management Discussion and Analysis section of the Draft Audited Financial Statements for FY 2019-2020 discloses management's perspective on the financial position of PRWFPA. PRWFPA had a positive net position of \$623,261 representing a decrease of \$2,680 over the prior year fiscal year.

COORDINATION:

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

ATTACHMENT:

1. Board Communication Letter: FY2020 GAAS
2. Board Communication Letter: FY2020 SAS 114
3. Audited Financial Statements for FY 2019-2020 (separately enclosed)

APPROVED BY:

Maura F. Twomey, Executive Coordinator



Moss, Levy & Hartzheim LLP - GAAS Letter: Attachment 1

Certified Public Accountants

January 14, 2021

To the Board of Directors
Pajaro River Watershed Flood Prevention Authority
24580 Silver Cloud Court
Monterey, California 93940

We have audited the financial statements of the governmental activities and the major fund of Pajaro River Watershed Flood Prevention Authority as of and for the fiscal year ended June 30, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 13, 2020. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Pajaro River Watershed Flood Prevention Authority are described in Note 1 to the financial statements. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 14, 2021.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

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

Very truly yours,

Moss, Levy & Hartzheim LLP

Moss, Levy & Hartzheim LLP



Moss, Levy & Hartzheim LLP - SAS114 Letter: Attachment 2

Certified Public Accountants

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

To the Board of Directors
Pajaro River Watershed Flood Prevention Authority

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Pajaro River Watershed Flood Prevention Authority, as of and for the fiscal year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise Pajaro River Watershed Flood Prevention Authority's basic financial statements, and have issued our report thereon dated January 14, 2021.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Moss, Levy & Hartzheim LLP

Santa Maria, California
January 14, 2021

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

November 6, 2020

1. CALL TO ORDER

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Bilicich presiding, convened via GoToWebinar at 9:05 a.m. on Friday, November 6, 2020.

2. ROLL CALL

Members – Board of Directors	Representative	Present	Absent
County of San Benito	Supervisor Anthony Botelho	AB	
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 Frank Bettencourt	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	--	--
City of Hollister (Associate Member)	Vacant	--	--
City of Morgan Hill (Associate Member)	Rene Spring		X

Others Present: Shaunna Murray; Lidia Gutierrez, Gutierrez Consultants; Mark Strudley and Antonella Gentile, County of Santa Cruz; Stephen Ferranti and Don Rocha, SCVWD; Maura Twomey, Gina Schmidt, 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

Director Bettencourt announced that he this would be his last PRWFPA.

Chair Bilicich thanked him for his service and dedication to the PRWFPA.

5. CONSENT

A. Minutes of the September 4, 2020 Board of Directors Meeting

The minutes of the September 4, 2020 Board of Directors meeting were approved.

B. Approval of Payment to Gutierrez Consultants

The invoices for services rendered by Gutierrez Consultants from August 2020 and September 2020 were approved.

C. Approval of Payment to RAPS, Inc.

The invoices for services rendered by RAPS, Inc. from August 2020 and September 2020 were approved.

D. Approval of ABC Law Firm Invoices

The August 2020 and September 2020 ABC Law Firm invoice were approved.

E. Approval of Planeteria Invoice

The September 2020 Planeteria invoice was approved.

F. Draft 2021 PRWFPA Calendar of Meetings

The 2021 PRWFPA Calendar of meetings was approved.

G. Financial Update Report

The financial update report was accepted.

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

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

None.

7. PLANNING

A. Pajaro River Flood Risk Reduction Project Letter of Support

The PRWFPA's letter of support for the Santa Cruz County Zone 7 Flood Control District's grant application to the Hazard Mitigation Grant Program with the California Office of Emergency Services was approved.

Motion made by Director Bettencourt, seconded by Director Varela to approve the letter of support for the Santa Cruz County Zone 7 Flood Control District's grant application to the Hazard Mitigation Grant Program with the California Office of Emergency Services. Motion passed unanimously.

B. Pajaro River Flood Risk Reduction Project Update

Mark Strudley, County of Santa Cruz reported that the Pajaro River Reconstruction Levee project is moving forward. Mr. Strudley reported that staff has submitted a draft cost balancing request to the Corps. In order to move into the design phase, a new design agreement will have to be signed. The current Feasibility cost share agreement and the 2007 design agreement must also be closed in order to move forward. Staff submitted documentation to the Corps to get the cost share balance of the Feasibility cost share agreement and the 2007 Design agreement. Mr. Strudley added that staff submitted a proposal to the Corps for creditable local costs during the Feasibility process in the amount of 2 million dollars to be credited against the construction phase of the project. The Corps is currently reviewing the proposal. Mr. Strudley is also working with the Corps on developing a project management plan that identifies what will be conducted first in the design phase. Staff is expecting to receive a signed design agreement in a few months. On the State side of the project, we still have our subventions account and that agreement is going to leverage the project management plan. Mr. Strudley has submitted a letter of intent to the Coastal Watershed Flood Risk Reduction Grant Program and submitted a full application to the program. Mr. Strudley also gave an update on the Finance and Governance Committee for this project. The Committee recently discussed the local financing needs of the project and the benefit assessment district that will need to be formed to support the approximately 42 million worth of costs that will have to be covered by the local rate payers. Brief discussion followed.

8. OTHER BUSINESS

9. ADJOURNMENT

The meeting adjourned at 9:35 a.m.

DRAFT
PRWFPA BOARD OF DIRECTORS MEETING ATTENDANCE & VOTING RECORD

BOARD MEETING DATE: November 6, 2020

Attendance (X= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)				
MEMBER	PRWFPA REP	Attendance	Item# 5	Item# 7.A
County of Monterey	John Phillips	X	Y	Y
County of San Benito	Anthony Botelho	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	Frank Bettencourt	X	Y	Y
Santa Clara Valley Water District	John Varela	X	Y	Y
Zone 7 Flood Control	Nancy Bilicich	X	Y	Y
Associate Members (Non-Voting Members)				
City of Gilroy (Associate Member)	Vacant	n/a		
City of Hollister (Associate Member)	Vacant	n/a		
City of Morgan Hill (Associate Member)	Rene Spring	AB		

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



Gutierrez Consultants

November 16, 2020

Ms. Maura Twomey, Executive Director
Pajaro River Watershed FPA
Post Office Box 2453
Seaside, CA 93955-2453

Dear Maura:

Attached is an invoice from Gutierrez Consultants for professional services provided from October 1, 2020 through October 31, 2020. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$2,013.00 and the balance remaining is \$63,717.00.

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
11/16/20	1538		10/1/2020-10/31/2020

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.8 Public Outreach	Participate in weekly website design meetings; review/edit FPA SWG and Board agenda; prepare for and participate in monthly SWG call; prepare draft HMGP Grant Letter of Support; review and finalize HMGP grant application letter of support; participate in Pajaro Compass meeting	8.25	244.00	2,013.00
			Total	\$2,013.00



Gutierrez Consultants

December 19, 2020

Ms. Maura Twomey, Executive Director
Pajaro River Watershed FPA
Post Office Box 2453
Seaside, CA 93955-2453

Dear Maura:

Attached is an invoice from Gutierrez Consultants for professional services provided from November 1, 2020 through November 30, 2020. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$976.00 and the balance remaining is \$62,741.00.

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
12/19/20	1547		11/1/20-11/30/20

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	review presentation materials for Board of Directors meeting; prepare for and participate in November 6, 2020 Board of Directors meeting; prepare for and participate in November 17, 2020 Staff Working Group meeting (call); review website design update	4	244.00	976.00
			Total	\$976.00



Gutierrez Consultants

January 12, 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 December 1, 2020 through December 31, 2020. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$1,586.00 and the balance remaining is \$61,155.00.

Sincerely,

Lidia Gutierrez
Principal

Integrated Planning and Funding Solutions

118 Diablo Ranch Court
San Ramon, CA 94582
Danville, CA 94506
925.766.5294
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
01/12/21	1549		12/1/20-12/31/20

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review potential OSA Soap Lake land acquisition opportunity; final FPA Website design review; coordination with the Wallace Group regarding the City of Hollister Stormwater Resources Plan and watershed stakeholders and their potential input and issues; coordination with the Wallace Group regarding review of City of Hollister SWRP; initial review of plan	6.5	244.00	1,586.00
			Total	\$1,586.00

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

PO Box 2453
Seaside, CA 93955-2453

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

October 31, 2020

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 **October 1 through October 31, 2020.** 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 **February 5, 2021**

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

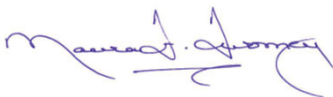
Work Element 530 - Agency Administration

Executive Coordinator	1 hours @ \$	242.00	\$	242.00
Director of Finance & Administration	3 hours @ \$	196.00	\$	588.00
Principal Accountant	9 hours @ \$	120.00	\$	1,080.00
Associate Planner	0 hours @ \$	121.00	\$	-
GIS Coordinator	5.5 hours @ \$	186.00	\$	1,023.00
Senior Executive Assistant	13 hours @ \$	121.00	\$	1,573.00
Total	<u>31.5</u>	Subtotal	<u>\$</u>	<u>4,506.00</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: \$ 4,506.00

Sincerely,



Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
October 1 - October 31, 2020

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	242.00	242.00
Subtotal	<u>1.00</u>	<u>242.00</u>	<u>242.00</u>
Director of Finance & Administration			
Project 530 Admin	3.00	196.00	588.00
Subtotal	<u>3.00</u>	<u>196.00</u>	<u>588.00</u>
Principal Accountant			
Project 530 Admin	9.00	120.00	1,080.00
Subtotal	<u>9.00</u>	<u>120.00</u>	<u>1,080.00</u>
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	<u>-</u>	<u>121.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	5.50	186.00	1,023.00
Subtotal	<u>5.50</u>	<u>186.00</u>	<u>1,023.00</u>
Senior Executive Assistant			
Project 530 Admin	13.00	121.00	1,573.00
Subtotal	<u>13.00</u>	<u>121.00</u>	<u>1,573.00</u>
Total	<u>31.50</u>		<u>4,506.00</u>

Tasks Completed:

Executive Coordinator

Coordination and preparation of the October 26, 2020 SWG agenda; Attendance of the October 26, 2020 SWG meeting; Coordination and preparation of the November 6, 2020 PRWFPA Board of Directors Agenda.

Director of Finance & Administration

Prepared financial statements for 11/6/20 Board of Directors meeting. FY19-20 Financial Audit related work.

GIS Coordinator

Meetings & work related to PRWFPA ADA Compliant Website Redesign project and website postings for November Board of Directors meeting.

Principal Accountant

Prepared financial statements for 11/6/20 Board of Directors meeting. FY19-20 Financial Audit related work.

Associate Planner

Senior Executive Assistant

FY19-20 Financial Audit related work; PRWFPA Website Redesign meetings. Preparation and distribution of the October 26, 2020 SWG agenda; Attendance of the October 26, 2020 SWG meeting; Preparation and distribution of the November 6, 2020 PRWFPA Board of Directors agenda; Website update.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 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	\$ -	\$ -
December, 2020	\$ -	\$ -
January, 2021	\$ -	\$ -
February, 2021	\$ -	\$ -
March, 2021	\$ -	\$ -
April, 2021	\$ -	\$ -
May, 2021	\$ -	\$ -
June, 2021	\$ -	\$ -
Subtotal	\$ 9,313.50	\$ 35,686.50
Balance Available		<u>\$ 35,686.50</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

November 30, 2020

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 **November 1 through November 30, 2020.**
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 **February 5, 2021.**

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

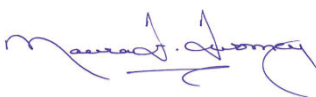
Work Element 530 - Agency Administration

Executive Coordinator	2 hours @	\$ 242.00	\$ 484.00
Director of Finance & Administration	0 hours @	\$ 196.00	\$ -
Principal Accountant	3 hours @	\$ 120.00	\$ 360.00
Associate Planner	1.5 hours @	\$ 121.00	\$ 181.50
GIS Coordinator	4 hours @	\$ 186.00	\$ 744.00
Senior Executive Assistant	12.5 hours @	\$ 121.00	\$ 1,512.50
Total	<u>23</u>	Subtotal	<u>\$ 3,282.00</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: \$ 3,282.00

Sincerely,



Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
November 1 - November 30, 2020

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	-	196.00	-
Subtotal	-	196.00	-
Principal Accountant			
Project 530 Admin	3.00	120.00	360.00
Subtotal	3.00	120.00	360.00
Associate Planner			
Project 530 Admin	1.50	121.00	181.50
Subtotal	1.50	121.00	181.50
GIS Coordinator			
Project 530 Admin	4.00	186.00	744.00
Subtotal	4.00	186.00	744.00
Senior Executive Assistant			
Project 530 Admin	12.50	121.00	1,512.50
Subtotal	12.50	121.00	1,512.50
Total	23.00		3,282.00

Tasks Completed:

Executive Coordinator

Attendance of the November 6, 2020 PRWFPA Board of Directors meeting; Coordination and preparation of the SWG agenda for the November 17, 2020 meeting; Attendance of the November 17, 2020 SWG meeting; Weekly meetings with staff to receive updated on the PRWFPA website redesign project.

Director of Finance & Administration

GIS Coordinator

Meetings & work related to PRWFPA ADA Compliant Website Redesign project. Technical support for GoToWebinar Training for PRWFPA BOD members and 11/6/20 PRWFPA BOD meeting.

Principal Accountant

FY19-20 Financial Audit related work.

Associate Planner

Provided technical support for the 11/6/20 PRWFPA BOD meeting.

Senior Executive Assistant

Preparation and attendance of the November 6, 2020 PRWFPA Board of Directors meeting; Travel to Watsonville, CA for PRWFPA Chair signature on checks and letter of support; Preparation and distribution of the SWG agenda for the November 17, 2020 meeting; Attendance of the November 17, 2020 SWG meeting; Weekly meetings with Planeteria on the PRWFPA 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	\$ -	\$ -
January, 2021	\$ -	\$ -
February, 2021	\$ -	\$ -
March, 2021	\$ -	\$ -
April, 2021	\$ -	\$ -
May, 2021	\$ -	\$ -
June, 2021	\$ -	\$ -
Subtotal	\$ 12,595.50	\$ 32,404.50
Balance Available		<u>\$ 32,404.50</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

December 31, 2020

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 **December 1 through December 31, 2020.** 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 **February 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	0 hours @ \$ 242.00	\$ -
Director of Finance & Administration	0 hours @ \$ 196.00	\$ -
Principal Accountant	0 hours @ \$ 120.00	\$ -
Associate Planner	0 hours @ \$ 121.00	\$ -
GIS Coordinator	0.5 hours @ \$ 186.00	\$ 93.00
Senior Executive Assistant	3.5 hours @ \$ 121.00	\$ 423.50
Total	<u>4</u>	<u>\$ 516.50</u>
	Subtotal	

* 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: \$ 516.50

Sincerely,



Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
December 1 - December 31, 2020

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	-	242.00	-
Subtotal	-	242.00	-
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	0.50	154.00	77.00
Subtotal	0.50	154.00	77.00
Senior Executive Assistant			
Project 530 Admin	3.50	121.00	423.50
Subtotal	3.50	121.00	423.50
Total	4.00		500.50

Tasks Completed:

Executive Coordinator

Director of Finance & Administration

GIS Coordinator

Meeting with the consultant Planeteria on the PRWFPA ADA compliant website redesign project.

Principal Accountant

Associate Planner

Senior Executive Assistant

FPPC notices to outgoing Board members; Placed order and mailed plaque to Director Frank Bettencourt; Created content structure in preparation for new PRWFPA website; Meeting on December 8, 2020 with Planeteria on 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	\$ -	\$ -
February, 2021	\$ -	\$ -
March, 2021	\$ -	\$ -
April, 2021	\$ -	\$ -
May, 2021	\$ -	\$ -
June, 2021	\$ -	\$ -
Subtotal	\$ 13,112.00	\$ 31,888.00
Balance Available		<u>\$ 31,888.00</u>

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

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Atchison Barisone & Condotti

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

November 9, 2020

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 33579, which covers services from 10/1/2020 to 10/31/2020. This invoice, dated 11/9/2020, is for \$73.20. Your total balance, including past charges, is \$910.78. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$73.20
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	\$0.00
Total previous balance	\$837.58
Balance Due	\$910.78

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

November 9, 2020

Invoice #33579

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
	<u>General</u>		
10/26/2020	VT Reviewed letter from E.Osteraa regarding response to auditors. Drafted letter to auditors. General	0.30 244.00/hr	73.20
SUBTOTAL:		[0.30	73.20]
For professional services rendered		0.30	\$73.20
For professional services rendered		0.30	\$73.20
Previous balance			\$837.58
Balance due			<u>\$910.78</u>

Payments are due by the last day of each month. A finance charge may be assessed pursuant to agreement. A \$25 in addition to any bank fees will be charged for any returned checks.

Current	30 Days	60 Days	90 Days	120 Days
102.90	0.00	807.88	0.00	0.00

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT
COMMUNICATION

Atchison Barisone & Condotti

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

December 7, 2020

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 33601, which covers services from 11/1/2020 to 11/30/2020. This invoice, dated 12/7/2020, is for \$103.40. Your total balance, including past charges, is \$176.60. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$102.90
Total expenses	\$0.50
Total interest and finance charges	\$0.00
Total payments and other transactions	(\$837.58)
Total previous balance	\$910.78
Balance Due	\$176.60

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

December 7, 2020

Invoice #33601

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
	<u>General</u>		
11/5/2020	APC Review draft auditor's response letter; reply to VKT re same. General	0.10 297.00/hr	29.70
	VT Sent emails to T.Condotti and A.Thayer regarding finalizing letter to auditor. General	0.30 244.00/hr	73.20
SUBTOTAL:		[0.40	102.90]
For professional services rendered		0.40	\$102.90

Additional Charges :

		<u>Qty/Price</u>	
	<u>General</u>		
11/5/2020	ADM Postage General	1 0.50	0.50
SUBTOTAL:			[0.50]
Total additional charges			\$0.50
For professional services rendered		0.40	\$103.40
Previous balance			\$910.78

831 423 8383

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT
COMMUNICATION

	Amount
Accounts receivable transactions	
11/3/2020 Payment for August 2020 and September 2020 Legal Fees and Costs - Thank You. Check No. 908	(\$837.58)
Total payments and adjustments	(\$837.58)
Balance due	\$176.60

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.

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

To:

Invoice Date
 08 Dec 2020

Invoice Number
 18000

Due on Receipt

INVOICE

PRWFPA

Description	Quantity	Unit Price	Amount USD
Development, PRWFPA Website design and development			
Work done from Oct 1 - Nov 30	20.00	110.00	2,200.00
Phase 3 - Visual Design - 20 hours			
		Subtotal	2,200.00
		Total No Tax 0%	0.00
		Invoice Total USD	2,200.00
		Total Net Payments USD	0.00
		Amount Due USD	2,200.00

Due Date: 30 Dec 2020

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**



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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: February 5, 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 December 31, 2020 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 \$687,587.08. There were no accounts receivables outstanding as of December 31, 2020.

The current liabilities balance is \$21,349.83. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2020 through December 31, 2020, 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 December 31, 2020 totaled \$37,844.91, which included professional services, and other expenses.

PRWFPA's Profit and Loss Statement reflects an excess of revenue over expense of \$42,976.80 for the period July 1, 2020 through December 31, 2020.

The following table highlights key Budget to Actual financial data:

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

Expense	Budget December 2020	Actual December 2020	Difference
Professional Services	\$ 78,950.00	\$ 36,061.18	\$ 42,888.82
Insurance	\$ 700.00	\$ 1,080.00	\$ (380.00)
Supplies	\$ 1,750.00	\$ 703.73	\$ 1,046.27
Travel	\$ 4,250.00	\$ -	\$ 4,250.00
Total	\$ 85,650.00	\$ 37,844.91	\$ 47,805.09
Revenue			
State/Local Revenue *	\$ 41,750.00	\$ 80,821.71	\$ 39,071.71
* State/Local Revenue does not include \$87,800.00 which will be used from reserves			

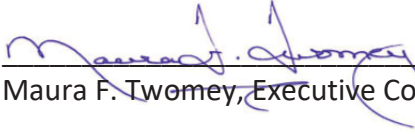
Professional Services are under budget primarily due to the timing of work provided by contractual obligation.

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 December 31, 2020
2. Profit and Loss Statement: July 1, 2020 through December 31, 2020
3. Accounts Payable Aging Detail as of December 31, 2020
4. Check Register: October 1, 2020 through December 31, 2020

APPROVED BY:


Maura F. Twomey, Executive Coordinator

Pajaro River Watershed Flood Prevention Authority

Balance Sheet - Attachment 1

As of December 31, 2020

	<u>December 31, 20</u>
ASSETS	
Current Assets	
Cash and Cash Equivalents	
Cash in Bank Checking	549,415.23
LAIF Account	138,171.85
Total Cash and Cash Equivalents	<u>\$ 687,587.08</u>
Accounts Receivable	
Accounts Receivable	-
Total Accounts Receivable	<u>\$ -</u>
TOTAL ASSETS	<u><u>\$ 687,587.08</u></u>
LIABILITIES & FUND BALANCE	
Liabilities	
Current Liabilities	
Accounts Payable	21,349.83
Total Current Liabilities	<u>\$ 21,349.83</u>
Total Liabilities	<u>\$ 21,349.83</u>
Fund Balance - Unrestricted	
Fund Balance - Beginning of Fiscal Year	623,260.45
Net Income/(Loss)	42,976.80
Total Fund Balance - Unrestricted	<u>666,237.25</u>
TOTAL LIABILITIES & FUND BALANCE	<u><u>687,587.08</u></u>

Pajaro River Watershed Flood Prevention Authority

Profit & Loss - Attachment 2

July 1, 2020 through December 31, 2020

	<u>July 1, 2020 - December 31, 2020</u>	
Income		
Interest		821.71
Member Dues		80,000.00
Total Income	\$	80,821.71
Expense		
Audit Expense		5,390.00
Gutierrez Consultants		8,845.00
Planeteria		7,700.00
Regional Analysis & Planning Services, Inc. (RAPS)		13,112.00
Insurance		1,080.00
Legal Services		1,014.18
Other Expense		
Web Hosting Costs	599.98	
Travel	0.00	
Washington DC Trip	0.00	
Meetings/Supplies/Other	103.75	
Total Other Expense		703.73
Total Expense	\$	37,844.91
Net Income/(Loss)	\$	42,976.80

Pajaro River Watershed Flood Prevention Authority

A/P Aging Detail - Attachment 3

As of December 31, 2020

Date	Num	Name	Due Date	Open Balance
10/31/2020	1538	Gutierrez Consultants	01/29/2021	2,013.00
11/30/2020	1054	Regional Analysis & Planning Services	01/29/2021	3,282.00
12/31/2020	25347	Moss, Levy & Hartzheim	01/30/2021	4,390.00
11/30/2020	1547	Gutierrez Consultants	02/28/2021	976.00
12/31/2020	1057	Regional Analysis & Planning Services	03/01/2021	516.50
12/31/2020	1549	Gutierrez Consultants	03/31/2021	1,586.00
11/30/2020	18000	Planeteria Media	12/10/2020	2,200.00
12/16/2020	83295	AMBAG	12/16/2020	95.05
12/16/2020	216103	AMBAG	12/16/2020	8.70
10/31/2020	1052	Regional Analysis & Planning Services	12/30/2020	4,506.00
11/30/2020	33601	Atchison Barisone & Condotti	12/30/2020	103.40
11/30/2020	25139	Moss, Levy & Hartzheim	12/30/2020	1,000.00
11/11/2020	1776293323	AMBAG	11/11/2020	599.98
10/31/2020	33579	Atchison Barisone & Condotti	11/30/2020	73.20
Total				<u><u>\$21,349.83</u></u>

Pajaro River Watershed Flood Prevention Authority
Check Register - Attachment 4
October 01, 2020 to December 31, 2020

Date	Num	Name	Memo	Amount
10/06/2020	907	Glatfelter Insurance Group	Renew policy for period 09/17/20 - 09/17/21	1,080.00
10/27/2020	908	Atchison Barisone & Condotti	Legal services provided for the month of August through September 2020	837.58
10/27/2020	909	Gutierrez Consultants	Lake Floodplain Preservation Project Services & Meetings August through September 2020	3,782.00
10/27/2020	910	Planeteria Media	PRWFPA Website Design & Development Services 07/01/20 - 09/30/20	5,500.00
10/27/2020	911	Regional Analysis & Planning Services	Agency Administration from August through September 2020	3,768.00
TOTAL				<u>\$ 14,967.58</u>

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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

February 5, 2021:	Conference Call Meeting Time: 9 am
April 2, 2021:	Conference Call Meeting Time: 9 am
June 4, 2021:	Conference Call Meeting Time: 9 am
September 10, 2021:	Conference Call Meeting Time: 9 am
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