

Pajaro River Watershed Flood Prevention Authority Board of Directors Agenda

c/o RAPS, Inc.
P.O. Box 2453
Seaside, CA 93955
(831) 883-3750

PRWFPA Chair – Nancy Bilicich
PRWFPA Vice Chair – John Baillie

DATE: June 4, 2021

TIME: 9:00 AM

Meeting Via GoToWebinar

<https://attendee.gotowebinar.com/register/643145448264713488>

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

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

Persons who wish to address the PRWFPA Board of Directors on an item to be considered at this meeting are asked to submit comments in writing at info@ambag.org by 5:00 PM, Thursday, June 3, 2021. The subject line should read “Public Comment for the June 4, 2021 Board of Directors Meeting”. The agency clerk will read up to 3 minutes of any public comment submitted.

To participate via GoToWebinar, please register for the June 4, 2021 PRWFPA Board of Directors meeting using the following link:

<https://attendee.gotowebinar.com/register/643145448264713488>

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

If you have any questions, please contact Ana Flores, Senior Executive Assistant at aflores@ambag.org 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. **PRESENTATION**

- A. **PRWFPA Website Redesign Project**
Recommended Action: INFORMATION
• **Gina Schmidt, GIS Coordinator**

Receive a presentation from Gina Schmidt, GIS Coordinator on the new PRWFPA website.

6. **CONSENT AGENDA**

Recommended Action: APPROVE

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

- A. **Minutes of the April 2, 2021 Board of Directors Meeting**
• **Ana Flores, RAPS, Inc.**

Approve the minutes of the April 2, 2021 Board of Directors meeting. (Page 5)

- B. **Approval of Payment to Gutierrez Consultants**
• **Lidia Gutierrez, Gutierrez Consultants**

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

- C. **Approval of Payment to RAPS, Inc.**
• **Maura Twomey, RAPS, Inc.**

Approve the March 2021 and April 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 January 2021 through April 2021 by Planeteria. (Page 19)

E. Gutierrez Consultants Contract Extension for FY 2021-2022

- Lidia Gutierrez, Gutierrez Consultants

Approve the FY 2021-2022 contract extension with Gutierrez Consultants.
(Page 21)

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

- Maura Twomey, RAPS, Inc.

Approve the FY 2021-2022 contract extension with RAPS, Inc. (Page 29)

G. ABC Law Contract Extension for FY 2021-2022

- Maura Twomey, RAPS, Inc.

Approve the FY 2021-2022 contract extension with ABC Law. (Page 33)

H 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 37)

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

8. ADMINISTRATION

A. Draft FY 2021-2022 Budget

Recommended Action: ADOPT

- Maura Twomey, RAPS, Inc.

Adopt the draft the FY 2021-2022 agency budget. (Page 45)

9. PLANNING

A. Pajaro River Flood Risk Reduction Project Update

Recommended Action: INFORMATION

- Mark Foxworthy, MCWRA

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

10. OTHER BUSINESS

11. ADJOURN

REFERENCE ITEMS:

- A. 2021 Calendar of Meetings (Page 51)
- B. Acronym Guide (Page 53)

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: September 10, 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.

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

April 2, 2021

1. CALL TO ORDER

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Bilicich presiding, convened via conference call at 9:02 a.m. on Friday, April 2, 2021.

2. ROLL CALL

Members – Board of Directors	Representative	Present	Absent
County of San Benito	Supervisor Kollin Kosmicki		X
County of Santa Cruz	Supervisor Greg Caput		X
County of Monterey	Supervisor John Phillips	X	
County of Santa Clara	Supervisor Mike Wasserman	X	
Monterey County Water Resources Agency	Director John Baillie	X	
San Benito County Water District	Director Sonny Flores	X	
Santa Clara Valley Water District	Director John Varela	X	
Zone 7 Flood Control District	Director Nancy Bilicich	X	
City of Gilroy (Associate Member)	Vacant	n/a	n/a
City of Hollister (Associate Member)	Vacant	n/a	n/a
City of Morgan Hill (Associate Member)	Rene Spring		X

Others Present: Lidia Gutierrez, Gutierrez Consultants; Mark 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

There were no oral communications from the Board of Directors.

5. CONSENT

A. Minutes of the February 5, 2021 Board of Directors Meeting

The minutes of the February 5, 2021 Board of Directors meeting were approved.

B. Approval of Payment to Gutierrez Consultants

The invoices for services rendered by Gutierrez Consultants from January 2021 and February 2021 were approved.

C. Approval of Payment to RAPS, Inc.

The invoices for services rendered by RAPS, Inc. from January 2021 and February 2021 were approved.

D. Approval of Planeteria Invoice

The December 2020 Planeteria invoice was approved.

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

Lidia Gutierrez, Gutierrez Consultants reported that the Wallace Group prepared a draft Stormwater Resource Plan (SWRP) for the city of Hollister, which included watersheds within city limits and northern portions of San Benito County. The report was prepared to support the city's pursuance of Prop 1 Round 2 Storm Water Grant Funding for the city's Industrial Wastewater Treatment Plant improvements. Per the SWRP guidelines, entities preparing a SWRP should use watershed boundaries as opposed to political boundaries, county lines, property boundaries, etc. The PRWFPA Staff Working Group (SWG) staff 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. This will allow the PRWFPA to include the Soap Lake Floodplain Preservation Project into the SWRP. It will also allow 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. The Wallace Group will utilize existing data developed by the FPA and other partner agencies to complete the SWRP. The scope of services includes 1) Project management and meetings (including one Board meeting); 2) Compile current knowledge of subwatershed and receiving water quality/health;

3) Identify types and locations of SWRP projects; 4) Develop priority project/program list and initial concepts; and 5) Prepare Stormwater Resource Plan. The Wallace Group will begin work immediately following approval of the contract and they will present the final report to the FPA Board for approval.

Motion made by Director Phillips, seconded by Director Baillie to approve the contract with the Wallace Group to prepare a Storm Water Resource Plan for the Greater Hollister Area, encompassing the Soap lake Floodplain for a fee not to exceed \$15,000. Motion passed unanimously.

B. Pajaro River Flood Risk Reduction Project Update

Mark Strudley, County of Santa Cruz thanked Maura Twomey, Executive Coordinator, PRWFPA for authoring a letter of support for Senate Bill 496. The letter supports SB 496 which seeks to elevate the level of cost share for the Project under the subventions authorization with the Department of Water Resources (DWR). Mr. Strudley added that they anticipate challenges with raising the local funding requirements to support the Project. Senator Laird supports the Project and authored SB 496 to remedy the issue. Mr. Strudley reported that he spoke with the DWR stating that our authorization under subventions should carry a higher cost share allowance based on the Project being a multi benefit project that provides flood risk reduction for disadvantaged and severely disadvantaged communities. Mr. Strudley reported that staff submitted a grant under the Coastal Watershed Flood Risk Reduction Grant Program. They are waiting to hear back from the State on the outcome of the application. The Project stands a good chance of being competitive and receiving some support. On the Federal side of the Project, staff is waiting for the Project Management Plan to be completed. It is not only a requirement for the Subventions agreement to be signed by the State, but also a requirement for the Design agreement to be signed with the U.S. Army Corps of Engineers (Corps). The Design agreement will be fully executed very soon. Staff is waiting for some administrative items to be completed by the Corps before it can be signed. Staff is also interested in the changing administration priorities as well as Congress priorities with the community project funding opportunities or “earmarks”. Mr. Strudley is putting a request together to submit to Congressman Panetta for funding to support the Project into its construction phase. On the Local side of the Project, they have secured all five member agency authorizations to enter into the Joint Powers Agency (JPA) which will be called the Pajaro Regional Flood Management Agency. Staff is waiting for some administrative matters to fully executive the last of the JPA agreements. Brief discussion followed.

8. OTHER BUSINESS

None.

9. ADJOURNMENT

The meeting adjourned at 9:27 a.m.

DRAFT
PRWFPA BOARD OF DIRECTORS MEETING ATTENDANCE & VOTING RECORD

BOARD MEETING DATE: April 2, 2021

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	Kollin Kosmicki	AB	n/a	n/a
County of Santa Clara	Mike Wasserman	X	Y	Y
County of Santa Cruz	Greg Caput	AB	n/a	n/a
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
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

April 25, 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 March 1, 2021 through March 31, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$4,209.00 and the balance remaining is \$52,310.00.

Sincerely,

Lidia Gutierrez
Principal

Integrated Planning and Funding Solutions

5000 Lilac Ridge Road
118 Diablo Ranch Court
San Ramon, CA 94582
Danville, CA 94506
925.766.5294
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
04/25/21	1582		3/1/21-3/31/21

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.8 Public Outreach	Draft, review and edit website content; review new Hollister SWRP planning area boundary; review Valley Water SWRP planning boundaries; define planning gap; review and edit SWG agenda; prepare draft Subventions letter of support; review final Subventions support letter; review Draft Hollister SWRP Valley Water South County SWRP; prepare for and participate in FPA SWG meeting; coordination calls with the Wallace Group regrading proposed expansion of Hollister SWRP; coordination with FPA regarding SWRP contract, schedule, and board approval; review SWRP scope and fee; review revised boundary map; participate in special SWG meeting regarding SWRP contracting; coordination with Wallace Group to revise boundary; prepare draft board memo regarding SWRP contract; review revised SWRP proposal and boundary map; revise Board memo; coordinate with staff regarding proposal and approval; prepare statement of economic interest	17.25	244.00	4,209.00
			Total	\$4,209.00



Gutierrez Consultants

May 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 April 1, 2021 through April 30, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$2,806.00 and the balance remaining is \$49,504.00.

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
05/12/21	1586		4/1/21-4/30/21

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in April 2, 2021 FPA Board of Directors' meeting; coordination calls with the Wallace Group regarding contract approval and Stormwater Resources Plan project kick-off; review preliminary draft Hollister SWRP and research Soap Lake costs; review and edit April 2021 SWG meeting agenda; participate in April 20, 2021 Staff Working Group meeting; coordination with the Wallace Group and FPA regarding new SWRP schedule; coordination with Wallace Group regarding current draft plan, initial review of plan; participate in Pajaro Compass meeting	11.5	244.00	2,806.00
			Total	\$2,806.00

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

March 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 **March 1 through March 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 **June 4, 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	6 hours @	\$ 120.00	\$	720.00
Associate Planner	0 hours @	\$ 121.00	\$	-
GIS Coordinator	2 hours @	\$ 186.00	\$	372.00
Senior Executive Assistant	10 hours @	\$ 121.00	\$	1,210.00
Total	<u>22</u>	Subtotal	<u>\$</u>	<u>3,132.00</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: \$ 3,132.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
March 1 - March 31, 2021

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	6.00	120.00	720.00
Subtotal	<u>6.00</u>	<u>120.00</u>	<u>720.00</u>
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	<u>-</u>	<u>121.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	2.00	186.00	372.00
Subtotal	<u>2.00</u>	<u>186.00</u>	<u>372.00</u>
Senior Executive Assistant			
Project 530 Admin	10.00	121.00	1,210.00
Subtotal	<u>10.00</u>	<u>121.00</u>	<u>1,210.00</u>
Total	<u>22.00</u>	<u></u>	<u>3,132.00</u>

Tasks Completed:

Executive Coordinator

Preparation of the March 16, 2021 Staff Working Group agenda; Attendance of the March 16, 2021 Staff Working Group meeting; Preparation of the April 2, 2021 PRWFPA Board of Directors agenda.

Director of Finance & Administration

Prepared financial statements for 4/2/21 Board of Directors meeting.

GIS Coordinator

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

Principal Accountant

Prepared financial statements for 4/2/21 Board of Directors meeting.

Associate Planner

Senior Executive Assistant

Preparation of the March 16, 2021 Staff Working Group agenda; Attendance of the March 16, 2021 Staff Working Group meeting; Creation of content/structure for new PRWFPA website; Received content for the new PRWFPA website from Staff Working Group members; Upload of content to Basecamp software for new PRWFPA website; FPPC filing; Preparation and distribution of the April 2, 2021 PRWFPA Board of Directors agenda.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2020	\$ 1,039.50	\$ 43,960.50
August, 2020	\$ 1,684.00	\$ 42,276.50
September, 2020	\$ 2,084.00	\$ 40,192.50
October, 2020	\$ 4,506.00	\$ 35,686.50
November, 2020	\$ 3,282.00	\$ 32,404.50
December, 2020	\$ 516.50	\$ 31,888.00
January, 2021	\$ 3,160.50	\$ 28,727.50
February, 2021	\$ 3,397.00	\$ 25,330.50
March, 2021	\$ 3,132.00	\$ 22,198.50
April, 2021	\$ -	\$ -
May, 2021	\$ -	\$ -
June, 2021	\$ -	\$ -
Subtotal	\$ 22,801.50	\$ 22,198.50
Balance Available		<u>\$ 22,198.50</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

April 30, 2021

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Services Dated July 1, 2000, and amended July 6, 2001, August 9, 2002, July 11, 2003
July 2, 2004, July 1, 2005, September 22, 2006, July 6, 2007, June 27, 2008, January 9, 2009, May 1, 2009, June 4,
2010, May 6, 2011, May 4, 2012, May 3, 2013, June 6, 2014, June 30, 2015, June 3, 2016, June 30, 2017, June 1,
2018, June 7, 2020, **and June 5, 2020.**

This letter is our billing for services rendered in the period **April 1 through April 30, 2021.**

The services included work under items 1 through 9 of Exhibit A of the referenced contract. The following breakdown of charges is summarized in accordance with Exhibit B of the referenced contract. Data is from the official time records under Work Element No. 530.

This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on **June 4, 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	0 hours @	\$ 120.00	\$	-
Associate Planner	0 hours @	\$ 121.00	\$	-
GIS Coordinator	1 hours @	\$ 186.00	\$	186.00
Senior Executive Assistant	7.5 hours @	\$ 121.00	\$	907.50
Total	<u>10.5</u>	Subtotal	<u>\$</u>	<u>1,577.50</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: \$ 1,577.50

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
April 1 - April 30, 2021

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	2.00	242.00	484.00
Subtotal	<u>2.00</u>	<u>242.00</u>	<u>484.00</u>
Director of Finance & Administration			
Project 530 Admin	-	196.00	-
Subtotal	<u>-</u>	<u>196.00</u>	<u>-</u>
Principal Accountant			
Project 530 Admin	-	120.00	-
Subtotal	<u>-</u>	<u>120.00</u>	<u>-</u>
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	<u>-</u>	<u>121.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	1.00	186.00	186.00
Subtotal	<u>1.00</u>	<u>186.00</u>	<u>186.00</u>
Senior Executive Assistant			
Project 530 Admin	7.50	121.00	907.50
Subtotal	<u>7.50</u>	<u>121.00</u>	<u>907.50</u>
Total	<u>10.50</u>		<u>1,577.50</u>

Tasks Completed:

Executive Coordinator

Attendance of the April 2, 2021 PRWFPA Board of Directors meeting; Preparation of the April 20, 2021 Staff Working Group (SWG) agenda; Attendance of April 20, 2021 SWG meeting.

Director of Finance & Administration

GIS Coordinator

Staff continued work on PRWFPA ADA compliant website redesign project in providing final website content.

Principal Accountant

Associate Planner

Senior Executive Assistant

Preparation of detailed agenda & Chair's remarks for the April 2, 2021 PRWFPA Board of Directors meeting; Attendance of the April 2, 2021 PRWFPA Board of Directors meeting; Travel to Watsonville for the PRWFPA Chair's signature on checks approved at the April 2, 2021 PRWFPA Board of Directors meeting; Preparation of the April 20, 2021 Staff Working Group (SWG) meeting; Attendance of the April 20, 2021 SWG meeting.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2020	\$ 1,039.50	\$ 43,960.50
August, 2020	\$ 1,684.00	\$ 42,276.50
September, 2020	\$ 2,084.00	\$ 40,192.50
October, 2020	\$ 4,506.00	\$ 35,686.50
November, 2020	\$ 3,282.00	\$ 32,404.50
December, 2020	\$ 516.50	\$ 31,888.00
January, 2021	\$ 3,160.50	\$ 28,727.50
February, 2021	\$ 3,397.00	\$ 25,330.50
March, 2021	\$ 3,132.00	\$ 22,198.50
April, 2021	\$ 1,577.50	\$ 20,621.00
May, 2021	\$ -	\$ -
June, 2021	\$ -	\$ -
Subtotal	\$ 24,379.00	\$ 20,621.00
Balance Available		<u>\$ 20,621.00</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
 07 May 2021

Invoice Number
 18400

Due on Receipt

INVOICE

PRWFPA

Description	Quantity	Unit Price	Amount USD
Development, PRWFPA Website design and development			
Work done from till end April	60.00	110.00	6,600.00
Phase 3 - Visual Design - 10 hours Phase 4 - Development - 50 hours			
		Subtotal	6,600.00
		Total No Tax 0%	0.00
		Invoice Total USD	6,600.00
		Total Net Payments USD	0.00
		Amount Due USD	6,600.00

Due Date: 07 May 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



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**DRAFT
CONTRACT FOR SERVICES**

This **Amendment No. 12** to the Contract for Services dated June 4, 2010 between the Pajaro River Watershed Flood Prevention Authority (**Authority**) and Gutierrez Consultants, Inc. (**Contractor**) amends the following sections of the original agreement.

1. SCOPE OF SERVICES

A. CONTRACTOR shall perform all of the necessary services as described above and incorporated herein by this reference and shall comply with all relevant conditions as set forth in the AGREEMENT. **The Scope of Work is attached as Exhibit A.**

B. Time is of the essence in this Agreement.

C. Said services and all duties incidental or necessary thereto shall be performed diligently and competently and in accordance with professional standards of performance.

2. COMPENSATION

A. Authority shall pay CONTRACTOR for services a total amount not to exceed **SEVENTY THOUSAND DOLLARS (\$70,000.00)**. In no event shall compensation exceed this amount without prior written consent of the AUTHORITY. **Rate schedule is attached as Exhibit B.**

B. Invoices for services must be presented to AUTHORITY no later than the first business day of each month for the month prior. CONTRACTOR shall submit to AUTHORITY an invoice stating a description of services provided, and stating the amount due CONTRACTOR for such service. AUTHORITY shall pay the CONTRACTOR promptly. No interest or carrying charges shall accrue to CONTRACTOR by reason of delayed payment.

3. TERM OF AGREEMENT.

The term of this agreement shall commence on **July 1, 2021** (Commencement Date), and shall continue until **June 30, 2022** (Termination Date), or until the parties mutually determine that the work required hereunder is satisfactorily completed, whichever occurs first.

In witness whereof, the parties hereto have executed this agreement on **June 4, 2021**.

GUTIERREZ CONSULTANTS

Signature

Date

Lidia Gutierrez
Principal

PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY

Signature
Nancy Bilicich
Chair of the Board of Directors

Date

Approved as to Form

Signature
Anthony Condotti
Attorney at Law

Date

EXHIBIT A

Scope of Services for Soap Lake Floodplain Preservation Project

The Pajaro River Watershed Flood Prevention Authority was established in October 1999 in order to “identify, evaluate, fund, and implement flood prevention and control strategies in the Pajaro River Watershed, on an intergovernmental basis.” Since the watershed covers areas of four counties and four water districts, the board is comprised of one representative from each of the following agencies:

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

The Authority acts as a governing body through which each member organization can participate and contribute to finding a method to provide flood protection in the watershed and promote general watershed interests. Although efforts have been made in the past to prevent flooding, it has become apparent over the past decades that the magnitude of the problem was not properly established. Flooding throughout the lower Pajaro River reaches is a hazard to public and private property including residences, agriculture, highways, watercourses, and environmental resources.

Immediately after being established, the Authority began studying the watershed, including identifying the source and magnitude of the floodflows. The Phase 1 Study was completed in July 2002 and consisted of modeling both the hydrologic and sediment regimes of the watershed. The results of Phase 1 provided a better understanding of the characteristics of the watershed and changes over time that affect flooding frequency and flooding potential in the downstream reaches of the Pajaro River.

The Phase 2 work was completed in April 2003 and identified project alternatives that would provide flood protection for the Pajaro River from Chittenden to Monterey Bay from the 100-year flood flows identified in Phase 1. The Phase 2 Study projects were developed to coordinate with a concurrent Army Corps of Engineers (Corps) Lower Pajaro River flood protection project. After the conclusion of Phase 2, the Corps identified a 100-year flood protection project for the Lower Pajaro River without any upstream projects.

The Corps 100-year flood protection project was based on the assumption that the watershed conditions (or current level of flood attenuation provided in the upper watershed) are maintained. The Phase 1 model results highlighted the natural flood attenuation benefits of Soap Lake and the critical importance of maintaining those benefits as part of any Pajaro River flood protection solution.

The focus of the Authority work shifted to ensure that the flows passing through the Lower Pajaro River Flood Risk Reduction Project would not increase above the currently predicted levels. The most direct way to achieve this goal was to preserve Soap Lake and its attenuation capabilities.

The Phase 3 and 4A Study was completed in March 2005 and defined and documented the preferred method to maintain the Soap Lake attenuation and storage capacity, known as the Soap Lake Floodplain Preservation Project (Project). In Phase 3, Soap Lake was hydraulically modeled and the floodplain boundaries defined. The impacts of flooding and land use preservation were examined in compliance with the California Environmental Quality Act (CEQA) and the cost of the Project were estimated.

In January 2007, the Authority was awarded \$4,425,300 in grant funding from Proposition 50 for the implementation of the Soap Lake Floodplain Preservation Project. Of the approximate \$4.4 million grant, \$3,825,000 was to go towards land and easement acquisitions and the remaining \$600,300 is to go towards development, implementation, and administration of the land and easement acquisition project. The grant funds were to be awarded to entities seeking to purchase land or easements in the Soap Lake Floodplain consistent with the floodplain requirements established by the Authority. At the time the grant expired in December 2016, the Authority had awarded \$2,728,020 in grant funds for acquisition of three properties or easements in the Soap Lake Floodplain.

With the expiration of the grant, the anticipated work activities to continue to implement the Soap Lake Floodplain Preservation Project shift from awarding the Proposition 50 grant funds to coordinating with land acquisition partners and pursuing new funding for easement and land acquisition in the floodplain. This Scope of

Services describes those tasks to be completed by Gutierrez Consultants (CONSULTANT) necessary for the implementation of the Soap Lake Floodplain Preservation Project through June 30, 2020.

In addition to implementation of the Soap Lake Project, the Authority expects to continue to monitor and review proposed development activities in the watershed and participate in watershed coordination, including the proposed California High Speed Rail and the Pajaro Compass. This Scope of Services describes those tasks to be completed by CONSULTANT necessary for support of those activities through June 30, 2020.

Finally, there have been significant issues associated with the Army Corps of Engineers development of the Pajaro River Flood Risk Reduction Project that affect the Authority's role in support of the project. Over the last two years, substantial progress was recorded with respect to the project's acceptance into the Corps SMART planning process, an Alternative Formulation Briefing Conference, execution of a new Feasibility Cost Share Agreement, execution of a contract for the required NEPA and CEQA documents, and then the receipt of full federal funding through completion of the study. Most of the pressing time sensitive matters appeared to be resolved. Unfortunately, additional time sensitive matters have resurfaced.

Since the conversion to the Corps' SMART planning in August 2014, the project study schedule has slipped significantly. These delays postponed the study completion date. A projected study completion is now scheduled for summer 2019. Pajaro River project sponsors have requested that the Authority increase its political lobbying efforts in support of the project. Additionally, the Authority may consider revisiting project alternatives that were originally excluded after the Corps committed to a project that provided the required flood risk reduction. This Scope of Services describes those tasks to be completed by CONSULTANT necessary for additional legislative support and strategic planning through June 30, 2021.

Task 1: Staff Working Group and Board of Directors Meetings

The Authority anticipates continuing the monthly Staff Working Group meetings and bi-monthly Board of Directors meetings. CONSULTANT shall continue to provide technical support services for these meetings including review and revision of meeting agenda, preparation of meeting presentation and handouts, preparation for and attendance at meetings, and other meeting support services as needed.

Deliverables:

- Meeting agenda, handouts, memoranda, and presentations as needed

Task 2: Evaluation of Funding Opportunities and Grant Application

Research the general availability of applicable funding sources, including but not limited to SWRCB, DWR, California Department of Conservation, US Department of Agriculture, and Environmental Protection Agency Grants. As necessary, conduct in-person or phone meetings and attend funding workshops with funding agencies to confirm project funding eligibility and requirements. Prepare regular updates summarizing the funding opportunities and the recommended strategy for securing the maximum grants and loans for all phases of the project, from planning to construction.

The Storm Water Management Planning Act of 2014, Senate Bill 985, amended Water Code Section 10560 et seq. to require a Storm Water Resource Plan (SWRP) in order to receive grant funding for storm water and dry weather runoff capture projects from any bond approved by voters after January 1, 2014. This applies to Proposition 1 grants for multi-benefit storm water management projects. In early 2021, the FPA began working to include the Upper Pajaro River and Soap Lake Floodplain in the SWRP being developed by the City of Hollister. Inclusion in the plan is necessary for grant funding eligibility. CONSULTANT shall continue to work with the team developing the plan to adequately address FPA issues and projects.

Due to the nature of funding opportunities and the need to respond immediately following the release of the application submittal requirements, this scope assumes the preparation and submittal of one application (funding program to be determined). CONSULTANT shall prepare all application documents and be responsible for submittal of the application.

Deliverable:

- Funding Updates.
- Funding application (one)

Task 3: Information and Public Outreach

It is anticipated that there will continue to be many questions from the community regarding the status of the Soap Lake project and general Authority activities. There are also requests of the Authority to make presentations at public meetings and workshops. CONSULTANT shall respond to questions and requests for information, prepare informational materials, and attend and participate in meetings and workshops as requested.

Additionally, CONSULTANT shall review the Authority website and provide updated information as needed.

Deliverables:

- Public Information (handouts, mailings, presentations and other applicable products as developed)
- Information for Web Postings

Task 4: Partner and Land Owner Facilitation

The FPA has identified interested partners and maintains on-going communications with each partner through regular meetings, conference calls and e-mail. Each land trust or agency has their own public outreach efforts and the Authority would assist them with their outreach programs. The land trusts also may have established relationships with land owners and would make contact directly with them. CONSULTANT shall inform all partners of the on-going status of acquisitions, facilitate inter-agency cooperation, share strategies, work on joint projects, monitor that the project goals are being met through acquisitions, and support land owner facilitation.

Deliverables:

- Partner Meeting Agenda, Meeting Summaries, and Other Applicable Documentation

Task 5: Soap Lake Development Reviews

The Authority will continue in its role of reviewing proposed development activities in the Soap Lake Floodplain and their potential impacts on floodplain detention capacity. Of note, the California High Speed Rail has two proposed alignments through the floodplain and the Authority has been coordinating with the design team regarding the project and potential impacts. Additionally, the Santa Clara Valley Water District, in partnership with the San Benito County Water District, are evaluating the potential expansion of the Pacheco Reservoir. The Authority will coordinate with the water districts to identify potential flood benefits associated with the expanded reservoir. CONSULTANT shall support the review of proposed development activities and project documentation including development plans and environmental analysis of the proposed developments.

Deliverables:

- Project review notes

Task 6: Legislative and Lobbying Support

The Corps Pajaro River Flood Risk Reduction Project planning is delayed again and is now well outside the three year planning window, which requires additional federal attention. Pajaro River project sponsors have requested that the Authority increase its political lobbying efforts in support of the project. Additionally, the Authority may consider revisiting project alternatives that were originally excluded after the Corps

committed to a project that provided the required flood risk reduction. CONSULTANT shall support preparation for and participate in legislative activities including meetings with State and Federal representatives.

Deliverables:

- Lobbying informational materials and meeting notes

EXHIBIT B

Rate Schedule

for

Gutierrez Consultants, Inc.

<u>Classification</u>	<u>2021/2022 Rate</u>
Principal	\$251/hour
Associate Planner	\$184/hour
Project Assistant	\$162/hour

1. The individual hourly rates include salary, overhead and profit. The hourly rates also include ordinary expenses, including telecommunications, computer usage, and regular reproduction jobs. Other direct costs (ODCs) such as large reproduction jobs and travel expenses will be charged at actual cost plus 10%. Mileage will not be marked up. Subconsultants will be billed at actual cost plus 10%. Mileage rate will be that allowed by current IRS guidelines.

**DRAFT
CONTRACT FOR SERVICES**

This **Amendment No. 24** to the Contract for Services dated July 21, 2000 between the Pajaro River Watershed Flood Prevention Authority (**Authority**) and Regional Analysis & Planning Services, Inc. (**Contractor**) amends the following sections of the original agreement.

1. SCOPE OF WORK. The Scope of Work is attached as Exhibit A.
2. COMPENSATION. For all services listed in Exhibit A, Contractor shall be reimbursed for actual costs incurred, (time and material). A rate schedule is attached as Exhibit B.
3. TERM OF AGREEMENT. The term of this agreement shall commence on **July 1, 2021** (Commencement Date), and shall continue until **June 30, 2022** (Termination Date), or until the parties mutually determine that the work required hereunder is satisfactorily completed, whichever occurs first.
4. COST LIMITATIONS. The total amount of compensation under this agreement shall not exceed **\$45,000.00** for Agency Administration.

In witness whereof, the parties hereto have executed this agreement on **June 4, 2021**.

REGIONAL ANALYSIS & PLANNING SERVICES, INC.

Signature
Maura Twomey
Executive Coordinator

Date

PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY

Signature
Nancy Bilicich
Chair of the Board of Directors

Date

Approved as to Form

Signature
Anthony Condotti
Attorney at Law

Date

EXHIBIT A

Scope of Services

AGENCY ADMINISTRATION

1. Organize, schedule and notice meetings, workshops and hearings of the Authority.
2. Organize and schedule meetings of the Authority's Staff Working Group.
3. Prepare/distribute agendas, take minutes, activate/set up public address systems, record proceedings and carry out similar work related to the meetings.
4. Prepare basic non-technical reports to and correspondence from the combined agencies based on input from the Staff Working Group.
5. Ensure that all participating agencies are kept up to date and informed (through the use of mail, email, and fax) of proposed agenda items, correspondence and other information related to the efforts of the Authority.
6. Process correspondence, maintain files and carry out related work.
7. Provide a range of clerical and administrative staff support to ensure the most effective, efficient and fiscally responsible staffing level for the respective tasks.
8. Provide liaison with the legal counsel and administer legal contract.
9. Maintain FPCC filing responsibility.
10. Act as the fiscal agent for the Authority.
11. Administer contract(s) agreement(s).
12. Fulfill other tasks as needed, and directed by the Authority's Board of Directors.
13. Maintain PRWFPA website.

EXHIBIT B

HOURLY RATES

Associate Planner	\$121.00
Director of Finance & Administration	\$232.00
Senior Executive Assistant	\$142.00
Executive Coordinator	\$265.00
GIS Coordinator	\$186.00
Principal Accountant	\$157.00

Note. 1. Rates proposed are fully loaded rates including direct labor and indirect costs. Indirect Costs include: insurance, rent, utilities, office supplies, computer services, communications (telephone, postage, fax, and email), in-house printing, and administrative services.

Note 2. Itemized monthly invoices will include hours worked for each major task (to the quarter hour). Staff time records shall be available for review upon request.

DRAFT
CONTRACT FOR SERVICES

This agreement is made and entered into as of the date and place set forth below by and between **The Pajaro River Watershed Flood Prevention Authority**, hereinafter referred to as **Authority**, and, **Atchison, Barisone & Condotti** hereinafter referred to as **Contractor** upon the following terms and conditions:

1. Authority hereby engages contractor and contractor hereby agrees to perform all services as hereinafter described. The contractor, who represents that he is qualified and will perform services described in the "Scope of Work", Attachment 1.
2. For all of the services described above and all goods and material supplied by contractor, Authority shall pay the Contractor according to the "Fee Schedule", Attachment 2. Payment will be made upon approval of invoice(s) from the Authority at their Board of Directors meeting.
3. Invoices for services must be presented to Authority. Receipts for expenditures and invoices for services should be presented in accordance with the Fee Schedule. Authority shall pay the Contractor promptly after Authority receives an invoice, as appropriate, and the invoice has been approved for payment by the Authority at their Board of Directors meeting.
4. The work to be performed under this agreement shall commence on or about **July 1, 2021**, and shall remain in effect until **June 30, 2022**, or until the work required is satisfactorily completed, whichever occurs first. Any extension beyond the Termination Date must be requested in writing two weeks prior to the Termination Date, and approved and signed by both parties.
5. The contract amount shall **not exceed Ten Thousand Dollars (\$10,000.00)**. No interest or carrying charges shall accrue to contractor by reason of delayed payment. Contractor shall not be entitled to extra compensation for services or materials not otherwise authorized under this agreement, unless Authority has first authorized such extra services or materials in writing.
6. Contractor is an independent contractor and shall not be considered an agent or employee of the Authority, its member agencies or the Association of Monterey Bay Area Governments (AMBAG).
7. Contractor shall, at all times during the terms of this agreement, carry worker's compensation insurance covering all of its employees, public liability, errors and omissions insurance and property damage insurance, and automotive insurance as required by current statute, and shall comply with all state and federal laws relating to employees. All insurance coverages shall be maintained in full force by the contractor for the duration of this agreement, and shall name Authority as an additional insured on such policies of insurance.

Attachment 1

Scope of Work

1. Advise the Authority on a broad range of legal matters including, without limitations compliance with:
 - a. The Ralph M. Brown Act.
 - b. The California Environmental Quality Act.
 - c. Conflict of interest laws.
 - d. Laws relating to the functions of joint powers authorities.
2. Advise the Authority, as appropriate, concerning flood control and flood liability issues.
3. Advise the Authority, as appropriate, concerning legal authority and requirements for securing State and Federal grants and loans.
4. Advise the Authority, as requested, on legal matters concerning the Soap Lake Floodplain Preservation Project (Project).

Attachment 2

Fee Schedule

Partner	\$312.00 per hour
Associate	\$257.00 per hour
Paralegal	\$151.00per hour
Legal Assistants	\$95.00per hour

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: June 4, 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 April 30, 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 \$654,880.98. There were no accounts receivables outstanding as of April 30, 2021.

The current liabilities balance is \$18,324.50. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2020 through April 30, 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 April 30, 2021 totaled \$67,912.91, which included professional services and other expenses.

PRWFPA's Profit and Loss Statement reflects an excess of revenue over expense of \$13,296.03 for the period July 1, 2020 through April 30, 2021.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For
Period July 1, 2020 Through April 30, 2021**

Expense	Budget July - April 2021	Actual July - April 2021	Difference
Professional Services	\$ 131,583.00	\$ 66,129.18	\$ 65,453.82
Insurance	\$ 1,167.00	\$ 1,080.00	\$ 87.00
Supplies	\$ 2,917.00	\$ 703.73	\$ 2,213.27
Travel	\$ 7,083.00	\$ -	\$ 7,083.00
Total	\$ 142,750.00	\$ 67,912.91	\$ 74,837.09
Revenue			
State/Local Revenue *	\$ 69,583.00	\$ 81,208.94	\$ 11,625.94
* State/Local Revenue does not include \$87,800.00 which will be used from reserves			

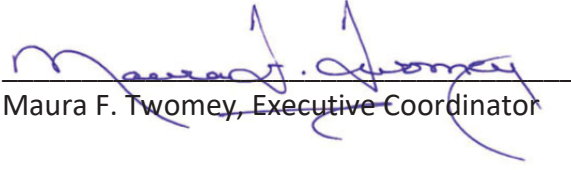
Professional Services are under budget primarily due to the timing of work provided by contractual obligation.

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 April 30, 2021
2. Profit and Loss Statement: July 1, 2020 through April 30, 2021
3. Accounts Payable Aging Detail as of April 30, 2021
4. Check Register: March 1, 2021 through April 30, 2021

APPROVED BY:



Maura F. Twomey, Executive Coordinator

Pajaro River Watershed Flood Prevention Authority
Balance Sheet - Attachment 1
As of April 30, 2021

	April 30, 21
ASSETS	
Current Assets	
Cash and Cash Equivalents	
Cash in Bank Checking	516,339.47
LAIF Account	138,541.51
Total Cash and Cash Equivalents	\$ 654,880.98
Accounts Receivable	
Accounts Receivable	-
Total Accounts Receivable	\$ -
TOTAL ASSETS	\$ 654,880.98
LIABILITIES & FUND BALANCE	
Liabilities	
Current Liabilities	
Accounts Payable	18,324.50
Total Current Liabilities	\$ 18,324.50
Total Liabilities	\$ 18,324.50
Fund Balance - Unrestricted	
Fund Balance - Beginning of Fiscal Year	623,260.45
Net Income/(Loss)	13,296.03
Total Fund Balance - Unrestricted	636,556.48
TOTAL LIABILITIES & FUND BALANCE	654,880.98

Pajaro River Watershed Flood Prevention Authority

Profit & Loss - Attachment 2

July 1, 2020 through April 30, 2021

July 1, 2020 - April 30, 2021

Income		
Interest		1,208.94
Member Dues		80,000.00
Total Income		<u>\$ 81,208.94</u>
Expense		
Audit Expense		5,390.00
Gutierrez Consultants		20,496.00
Regional Analysis & Planning Services, Inc. (RAPS)		24,379.00
Planeteria		14,850.00
Insurance		1,080.00
Legal Services		1,014.18
Other Expense		
Web Hosting Costs	599.98	
Postage/Supplies	103.75	
Total Other Expense		703.73
Total Expense		<u>\$ 67,912.91</u>
Net Income/(Loss)		<u><u>\$ 13,296.03</u></u>

Pajaro River Watershed Flood Prevention Authority
A/P Aging Detail - Attachment 3
As of April 30, 2021

Date	Num	Name	Due Date	Open Balance
04/30/2021	18400	Planeteria Media	05/10/2021	6,600.00
03/31/2021	1067	Regional Analysis & Planning Services	05/30/2021	3,132.00
03/31/2021	1582	Gutierrez Consultants	06/29/2021	4,209.00
04/30/2021	1068	Regional Analysis & Planning Services	06/29/2021	1,577.50
04/30/2021	1586	Gutierrez Consultants	07/29/2021	2,806.00
Total				<u><u>\$18,324.50</u></u>

**Pajaro River Watershed Flood Prevention
Authority Check Register - Attachment 4
March 1, 2021 through April 30, 2021**

Date	Num	Name	Memo	Amount
03/25/2021	919	Gutierrez Consultants	March and April Consultant Invoices	4,636.00
03/25/2021	920	Planeteria Media	PRWFPA Website Design & Development Services 12/01/20 -12/31/20	550.00
03/25/2021	921	Regional Analysis & Planning Services	March and April Technical Services Invoices	6,557.50
TOTAL				<u>\$ 11,743.50</u>

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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: Draft FY 2021-2022 Budget

MEETING DATE: June 4, 2021

RECOMMENDATION:

It is recommended that the Board of Directors adopt the Draft FY 2021-2022 Budget.

BACKGROUND/DISCUSSION:

Pursuant to its by-laws, the Pajaro River Watershed Flood Prevention Authority (PRWFPA) is required to adopt a financial budget prior to June 30th each year. Throughout the year, the budget is monitored and periodic amendments may be approved by the Board. The Draft FY 2021-2022 Budget is enclosed for Board review and comments. The PRWFPA Draft Budget for FY 2021-2022 was presented at the May 18th Staff Working Group (SWG) meeting. Modifications suggested by the SWG to the Draft FY 2021-2022 Budget have been incorporated.

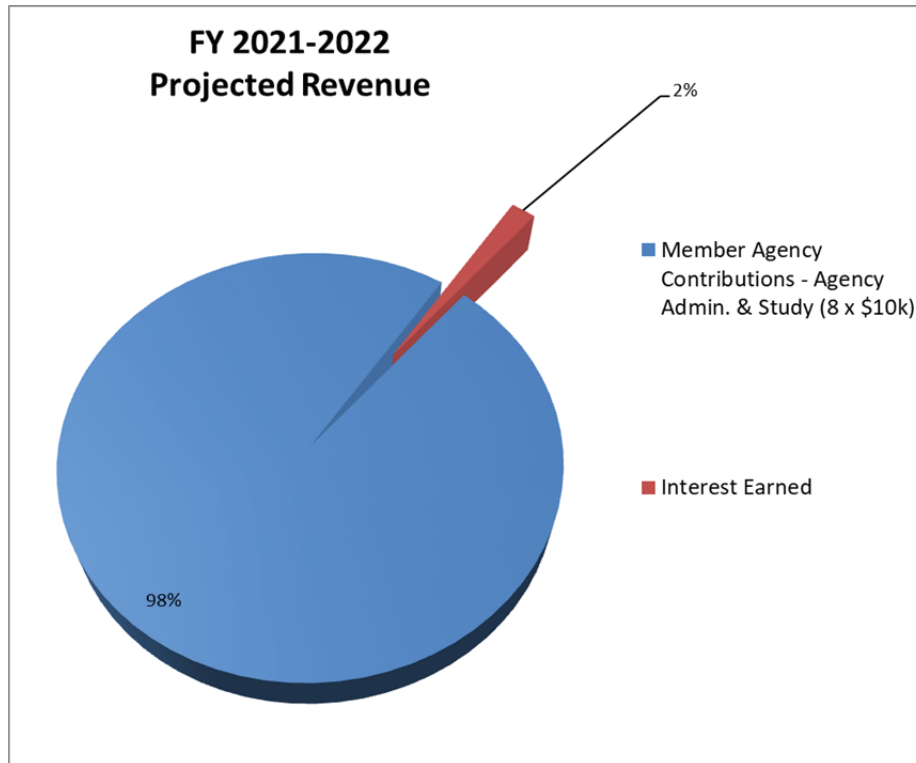
REVENUE:

PRWFPA operations for FY 2021-2022 are funded by a combination of sources which include:

1. Member Agency Contributions - \$80,000
2. Interest Income - \$1,500
3. Transfer from Reserves as Needed- \$64,460

Revenue projected for FY 2021-2022 is \$81,500. Note from the chart below, that a majority of this consists of Member Agency Contributions.

A summary chart of projected revenue by percentage for FY 2021-2022 is provided below:



In addition to \$81,500 in anticipated revenues, PRWFPA will also fund ongoing operations with a transfer from the general reserves in the amount of \$64,460 as needed. A transfer from general reserves will assist PRWFPA with identifying new funding opportunities to fund floodplain acquisitions. There is a decrease in projected revenue in comparison to FY 2020-2021 of \$2,000, primarily due to a decrease in projected interest.

EXPENDITURES:

The Board of Directors of PRWFPA operates the Authority on a contract basis. All administrative and technical services are provided under contract with various agencies and firms. This methodology reduces operational costs while ensuring the efficient operation of PRWFPA. Anticipated contracts for FY 2021-2022 are as follows:

2021-2022 CONTRACT SERVICE AMOUNTS:

Atchison, Barisone & Condotti, APC	\$	10,000
Gutierrez Consultants	\$	70,000
Planeteria	\$	480
Moss, Levy & Hartzheim LLP	\$	5,580
Regional Analysis and Planning Services, Inc. (RAPS)	\$	45,000
Wallace Group	\$	1,500
Total Contracted Services	\$	<u>132,560</u>

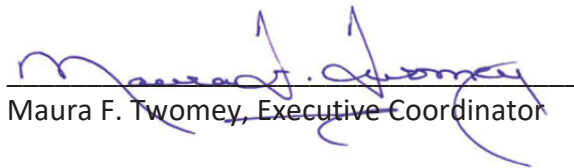
Contracts for these services require approval by the Board of Directors. The draft budget proposes funding for these contracts in the aggregate amount of \$132,560. PRWFPA incurs other routine expenses including insurance, travel, supplies/miscellaneous expenses, and board meeting expenses which are projected to be \$13,400. Of this amount, \$7,500 in Board approved travel expenses is included to fund a possible trip to Washington, DC. Total expenditures estimated for FY 2021-2022 are \$145,960.

The proposed balanced budget for FY 2021-2022 is consistent with the purpose of Pajaro River Watershed Flood Prevention Authority (PRWFPA), which is to identify, evaluate, fund and implement environmentally sound flood prevention and control strategies in the Pajaro River Watershed, on an intergovernmental, cooperative basis as required by the Pajaro River Watershed Flood Prevention Authority Act (AB807 Keeley).

ATTACHMENT:

1. Draft FY 2021-2022 Budget

APPROVED BY:


Maura F. Twomey, Executive Coordinator

**Pajaro River Watershed Flood Prevention Authority
FY 2021-2022 Budget - Attachment 1**

	FY 2020-2021 Approved 06/05/20	FY 2020-2021 Actual As Of 04/30/21	FY 2021-2022 As Proposed 06/04/21
REVENUE:			
Member Agency Contributions - Agency Admin. & Study (8 x \$10k)	\$ 80,000	\$ 80,000	\$ 80,000
Interest Earned	\$ 3,500	\$ 1,209	\$ 1,500
Total Revenue	\$ 83,500	\$ 81,209	\$ 81,500
Transfer from General Reserves	\$ 87,800	\$ -	\$ 64,460
Total Funding	\$ 171,300	\$ -	\$ 145,960
EXPENDITURES:			
Agency Administration			
RAPS, Inc.	\$ 45,000	\$ 24,379	\$ 45,000
Legal Fees	\$ 10,000	\$ 1,014	\$ 10,000
Audit Fees	\$ 5,400	\$ 5,390	\$ 5,580
Liability Insurance	\$ 1,400	\$ 1,080	\$ 1,400
Travel	\$ 1,000	\$ -	\$ 1,000
Travel - Washington D.C.	\$ 7,500	\$ -	\$ 7,500
Misc. Expense (Meeting Costs, Website Hosting, Supplies, Etc.)	\$ 3,500	\$ 704	\$ 3,500
Technical Services			
Gutierrez Consultants	\$ 70,000	\$ 20,496	\$ 70,000
Website Redesign for ADA Compliancy	\$ 20,000	\$ 14,850	\$ -
Website Maintenance	\$ -	\$ -	\$ 480
Wallace Group (Storm Water Management Plan)	\$ 15,000	\$ -	\$ 1,500
Environmental Science Associates (ESA)	\$ 7,500	\$ -	\$ -
Total Expenditures	\$ 171,300	\$ 67,913	\$ 145,960
FUND BALANCE RESTRICTED (CARRY-OVER):			
General Reserves	\$ 651,924	\$ 623,260	\$ 636,556
Total Fund Balance	\$ 651,924	\$ 636,556	\$ 623,260

NOTES:

(1) FUND BALANCE RECONCILIATION:

Beginning Fund Balance	\$ 623,260	\$ 636,556
Prior Period Adjustments	\$ -	\$ -
Excess of Revenues Over/(Under) Expenditures	\$ 13,296	\$ (64,460)
Ending Fund Balance	\$ 636,556	\$ 572,096

- (2)** The Fund Balance represents an accumulation of net income since the inception of the agency. Please note that the Agency has restricted these funds for general business use.

**Pajaro River Watershed Flood Prevention Authority
FY 2021-2022 Budget - Attachment 1**

2021-2022 CONTRACT SERVICE AMOUNTS:

Atchison, Barisone & Condotti, APC	\$	10,000
Gutierrez Consultants	\$	70,000
Planeteria	\$	480
Moss, Levy & Hartzheim LLP	\$	5,580
Regional Analysis and Planning Services, Inc. (RAPS)	\$	45,000
Wallace Group (Storm Water Management Plan)	\$	1,500
Total Contracted Services	\$	<u>132,560</u>

2021-2022 MEMBERSHIP CONTRIBUTIONS:

• County of Monterey	\$	10,000
• County of San Benito	\$	10,000
• County of Santa Clara	\$	10,000
• County of Santa Cruz	\$	10,000
• Monterey County Water Resources Agency	\$	10,000
• San Benito County Water District	\$	10,000
• Santa Clara Valley Water District	\$	10,000
• Santa Cruz County Flood Control and Water Conservation District, Zone 7	\$	10,000
Total Dues	\$	<u>80,000</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

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