

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: February 4, 2022
TIME: 9:00 AM
Meeting Via Conference Call
Dial-in Number: (605) 475-4700
Access Code: 203466#**

The PRWFPA Board of Directors The meeting will be conducted 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 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 3, 2022. The subject line should read “Public Comment for the February 4, 2022 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. **Resolution in Accordance with AB 361 regarding the Ralph M. Brown Act and Finding of Imminent Risk to Health and Safety of In-Person Meetings as a Result of the Continuing COVID-19 Pandemic State of Emergency Declared by Governor Newsom**
Recommended Action: ADOPT

- Maura Twomey, Executive Coordinator

Adopt a resolution in accordance with AB 361 regarding the Ralph M. Brown Act and finding of imminent risk to health and safety of in-person meetings as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom.
(Page 5)

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

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

6. **ELECTION OF OFFICERS FOR 2022**

Recommended Action: ELECT

- Chair Nancy Bilicich

7. **PRESENTATIONS**

- A. **Draft Audited Financial Statements for Fiscal Year (FY) 2020-2021**

Recommended Action: INFORMATION

- Diane Eidam, Retired Annuitant

Receive a presentation from Alexander Hom, CPA from Moss, Levy & Hartzheim, LLP, on the PRWFPA's Draft Audited Financial Statements for FY 2020-2021.
(separately enclosed). (Page 7)

8. **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 September 10, 2021 Board of Directors Meeting**

- Ana Flores, RAPS, Inc.

Approve the minutes of the September 10, 2021 Board of Directors meeting. (Page 13)

- B. **Minutes of the September 29, 2021 Board of Directors Meeting**

- Ana Flores, RAPS, Inc.

Approve the minutes of the September 29, 2021 Board of Directors meeting. (Page 17)

C. 2022 Calendar of Meetings

- Ana Flores, RAPS, Inc.

Approve the 2022 Calendar of Meetings. (Page 21)

D. Approval of Payment to Gutierrez Consultants

- Lidia Gutierrez, Gutierrez Consultants

Approve the August 2021 – December 2021 invoices for services rendered by Gutierrez Consultants. (Page 23)

E. Approval of Payment to RAPS, Inc.

- Maura Twomey, RAPS, Inc.

Approve the August 2021 – November 2021 invoices for services rendered by RAPS, Inc. (Page 31)

F. Approval of Payment to ABC Law

- Maura Twomey, RAPS, Inc.

Approve the invoice for services rendered June 2021 – December 2021 by ABC Law. (Page 43)

G. Approval of Payment to the Wallace Group

- Maura Twomey, RAPS, Inc.

Approve the July 2021 – September 2021 invoices for services rendered by the Wallace Group. (Page 49)

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 53)

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

10. PLANNING

A. Pajaro River Flood Risk Reduction Project Update

Recommended Action: INFORMATION

- Mark Strudley, County of Santa Cruz

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

11. OTHER BUSINESS

12. ADJOURN

REFERENCE ITEMS:

A. Acronym Guide (Page 61)

NEXT BOARD OF DIRECTORS MEETING:

Date: April 1, 2022

Location: TBD

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.

**A RESOLUTION
OF THE PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY BOARD OF DIRECTORS
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF PRWFPA LEGISLATIVE BODIES PURSUANT
TO THE RALPH M. BROWN ACT AND FINDING OF IMMINENT RISK TO HEALTH AND SAFETY OF IN-
PERSON MEETINGS AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF
EMERGENCY DECLARED BY GOVERNOR NEWSOM**

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency in response to the COVID-19 pandemic; and,

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the California Open Meeting law, Government code Section 54950 et seq. (the “Brown Act”), provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and,

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 which provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act, provided that a State of Emergency is declared by the Governor pursuant to Government Code section 8625, and either state or local officials have imposed or recommended measures to promote social distancing, or the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

WHEREAS, the State of Emergency proclaimed by the Governor on March 4, 2020, remains in effect; and,

WHEREAS, California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta and Omicron variants of COVID-19, currently the dominant strains of COVID-19 in the country, is more transmissible than prior variants of the virus, may cause severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

WHEREAS, other variants of COVID-19 exist, and it is unknown at this time whether other variants may result in a new surge in COVID-19 cases; and,

WHEREAS, the CDC has established a “Community Transmission” metric with 4 tiers designed to reflect a community’s COVID-19 case rate and percent positivity; and,

WHEREAS, Monterey County, San Benito County, Santa Cruz County, and Santa Clara County currently have a Community Transmission metric of “high” which is the most serious of the tiers; and,

WHEREAS, due to the seriousness of the current pandemic situation, the CDPH has required that all unvaccinated persons wear facial coverings indoors, and the CDC and CDPH recommend that all persons, regardless of vaccination status, wear facial coverings indoors; and,

WHEREAS, the Board of Directors for the Pajaro River Watershed Flood Prevention Authority (PRWFPA) is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

WHEREAS, PRWFPA has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of PRWFPA's various legislative bodies subject to the Brown Act; and,

WHEREAS, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the PRWFPA Board of Directors deems it necessary to find that meeting in person for meetings of all PRWFPA related legislative bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivision (e) of Government Code section 54953; and

WHEREAS, all teleconferenced meetings of PRWFPA related legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Pajaro River Watershed Flood Prevention Authority does hereby approve as follows:

1. The Board of Directors finds that meeting in person for meetings of all PRWFPA related legislative bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees.
2. This finding applies to all PRWFPA related legislative bodies subject to the Brown Act, including but not limited to, the Staff Working Group and any other standing committees.
3. If the Board of Directors desires to continue holding meetings by teleconference consistently with Government Code section 54953(c), it shall make the additional findings required by Government Code section 54953(c)(3)..
4. The PRWFPA Executive Coordinator and PRWFPA Counsel are directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

PASSED AND ADOPTED this 4th day of February 2022.

Dr. Nancy A. Bilicich, Chair

Maura F. Twomey, Executive Coordinator

MEMORANDUM

TO: PRWFPA Board of Directors

FROM: Maura F. Twomey, Executive Coordinator

RECOMMENDED BY: Errol Osteraa, Director of Finance and Administration

SUBJECT: Draft Audited Financial Statements for Fiscal Year (FY) 2020-2021

MEETING DATE: February 4, 2022

RECOMMENDATION:

Receive a presentation from Moss, Levy & Hartzheim, LLP, on PRWFPA's draft Audited Financial Statements for FY 2020-2021.

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 2020-2021 is for the period ending June 30, 2021. PRWFPA received an unmodified ("clean") opinion.

The Audited Financial Statements for FY 2020-2021 are comprised of two sections:

Financial Section:

This section as 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:

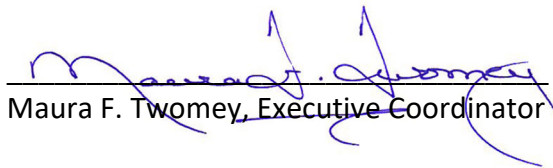
The Management Discussion and Analysis section of the Draft Audited Financial Statements for FY 2020-2021 discloses management's perspective on the financial position of PRWFPA. PRWFPA has a positive net position of \$606,261 representing a decrease of \$16,531 over the prior fiscal year.

COORDINATION:

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

ATTACHMENTS:

1. Audited Financial Statements for FY 2020-2021 (separately enclosed)
2. Board Communication Letters: FY2021 GAAS and FY2021 SAS 114

APPROVED BY:

Maura F. Twomey, Executive Coordinator



**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, 2021, 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 20, 2022.

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 20, 2022

January 26, 2022

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, 2021. 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 November 15, 2021. 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 20, 2022.

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

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

September 10, 2021

1. CALL TO ORDER

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Bilicich presiding, convened via GoToWebinar at 9:00 a.m. on Friday, September 10, 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 Foxworthy, MCWRA; Antonella Gentile, County of Santa Cruz; Maura Twomey, Ana Flores, and Gina Schmidt, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

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

There were no written or oral comments.

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

There were no oral communications from the Board of Directors.

5. PRESENTATION

A. Greater Hollister Area Draft Storm Water Resource Plan

Kari Wagner, Principal, Director of Resources, Wallace Group gave a presentation on the Greater Hollister Area Draft Storm Water Resource Plan.

Motion made by Director Wasserman, seconded by Director Caput to approve the Greater Hollister Area Draft Storm Water Resource Plan. Motion passed unanimously.

6. CONSENT

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

The minutes of the June 4, 2021 Board of Directors meeting were approved.

B. Approval of Payment to Gutierrez Consultants

The invoices for services rendered by Gutierrez Consultants from May 2021, June 2021, and July 2021 were approved.

C. Approval of Payment to RAPS, Inc.

The invoices for services rendered by RAPS, Inc. from May 2021, June 2021, and July 2021 were approved.

D. Approval of Planeteria Invoice

The June 2021 Planeteria invoice was approved.

E. Approval of Payment to ABC Law

The June 2021 ABC Law invoice was approved.

F. Approval of Payment to the Wallace Group

The April 2021, May 2021, and June 2021 invoices were approved.

G. Financial Update Report

The financial update report was accepted.

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

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

None.

8. PLANNING

A. Pajaro River Flood Risk Reduction Project Update

Mark Foxworthy, MCWRA gave an update on the Pajaro River Flood Risk Reduction Project and the Joint Powers Agency.

9. OTHER BUSINESS

None.

10. ADJOURNMENT

The meeting adjourned at 9:35 a.m.

DRAFT
PRWFPA BOARD OF DIRECTORS MEETING ATTENDANCE & VOTING RECORD

BOARD MEETING DATE: September 10, 2021

Attendance (X= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)				
MEMBER	PRWFPA REP	Attendance	Item# 5	Item# 6
County of Monterey	John Phillips	X	Y	Y
County of San Benito	Kollin Kosmicki	X	Y	Y
County of Santa Clara	Mike Wasserman	X	Y	Y
County of Santa Cruz	Greg Caput	X	Y	Y
Monterey County Water Resources Agency	John Baillie	X	Y	Y
San Benito County Water District	Sonny Flores	X	Y	Y
Santa Clara Valley Water District	John Varela	X	Y	Y
Zone 7 Flood Control	Nancy Bilicich	X	Y	Y
Associate Members (<i>Non-Voting Members</i>)				
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)

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

September 29, 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 3:00 p.m. on Wednesday, September 29, 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, Antonella Gentile, County of Santa Cruz; Maura Twomey, and Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

3. Resolution in Accordance with AB 361 regarding the Ralph M. Brown Act and Finding of Imminent Risk to Health and Safety of In-Person Meetings as a Result of the Continuing COVID-19 Pandemic State of Emergency Declared by Governor Newsom

The Resolution 2021-2 was adopted.

Motion made by Director Wasserman, seconded by Director Varela to adopt Resolution 2021-2. Motion passed unanimously.

4. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

There were no written or oral comments.

5. ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA

There were no oral communications from the Board of Directors.

6. OTHER BUSINESS

None.

7. ADJOURNMENT

The meeting adjourned at 3:15 p.m.

DRAFT
PRWFPA BOARD OF DIRECTORS MEETING ATTENDANCE & VOTING RECORD

BOARD MEETING DATE: September 29, 2021

Attendance (X= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)			
MEMBER	PRWFPA REP	Attendance	Item# 3
County of Monterey	John Phillips	X	Y
County of San Benito	Kollin Kosmicki	X	Y
County of Santa Clara	Mike Wasserman	X	Y
County of Santa Cruz	Greg Caput	X	Y
Monterey County Water Resources Agency	John Baillie	X	Y
San Benito County Water District	Sonny Flores	AB	n/a
Santa Clara Valley Water District	John Varela	X	Y
Zone 7 Flood Control	Nancy Bilicich	X	Y
Associate Members (<i>Non-Voting Members</i>)			
City of Gilroy (Associate Member)	Vacant	n/a	
City of Hollister (Associate Member)	Vacant	n/a	
City of Morgan Hill (Associate Member)	Rene Spring	AB	

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

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The 2022 PRWFPA Board of Directors meeting 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 AB 361.

DRAFT **2022 PRWFPA Meeting Calendar**

February 4, 2022:	GoToWebinar Meeting Time: 9 am
April 1, 2022:	TBD Meeting Time: 9 am
June 3, 2022:	TBD Meeting Time: 9 am
September 9, 2022:	TBD Meeting Time: 9 am
November 4, 2022:	TBD Meeting Time: 9 am

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Gutierrez Consultants

October 5, 2021

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

Dear Maura:

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

Sincerely,

Lidia Gutierrez
Principal

Gutierrez Consultants
 118 Diablo Ranch Court
 Danville, CA 94506

Invoice

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

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

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



Gutierrez Consultants

October 14, 2021

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

Dear Maura:

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

Sincerely,

Lidia Gutierrez
Principal

Gutierrez Consultants
 118 Diablo Ranch Court
 Danville, CA 94506

Invoice

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

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

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



Gutierrez Consultants

December 8, 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 October 1, 2021 through November 30, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$2,008.00 and the balance remaining is \$62,219.50.

Sincerely,

Lidia Gutierrez
Principal

Gutierrez Consultants
 118 Diablo Ranch Court
 Danville, CA 94506

Invoice

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

Date	Invoice No.	Project	Service Period
12/08/21	1645		10/1/21-11/30/21

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review final Feasibility Study for the Pajaro River Riparian Habitat Restoration Project; review FMPRA guidelines for Soap Lake Project eligibility; prepare for and participate in October 19, 2021 SWG meeting (call); review Gonzalez sale materials from TNC; prepare and participate in call with TNC regarding Gonzales sale; participate in November 16, 2021 FPA SWG Meeting (call)	8	251.00	2,008.00
			Total	\$2,008.00



Gutierrez Consultants

January 18, 2022

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, 2021 through December 31, 2021. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$878.50 and the balance remaining is \$61,341.00.

Sincerely,

Lidia Gutierrez
Principal

Gutierrez Consultants
118 Diablo Ranch Court
Danville, CA 94506

Invoice

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

Date	Invoice No.	Project	Service Period
01/18/22	1647		12/1/21-12/31/21

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review SWRCB comments on Greater Hollister Area SWRP; review and edit/draft response to SWRCB comments; general review of funding opportunities and project management; Coordination with the Wallace Group regarding SWRCB comments and response to comments on Hollister SWRP; final review of SWRP	3.5	251.00	878.50
			Total	\$878.50

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

PO Box 2453
Seaside, CA 93955-2453

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

August 31, 2021

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Services Dated July 1, 2000, and amended July 6, 2001, August 9, 2002, July 11, 2003
July 2, 2004, July 1, 2005, September 22, 2006, July 6, 2007, June 27, 2008, January 9, 2009, May 1, 2009,
June 4, 2010, May 6, 2011, May 4, 2012, May 3, 2013, June 6, 2014, June 30, 2015, June 3, 2016, June 30,
2017, June 1, 2018, June 7, 2020, June 5, 2020, **and June 4, 2021.**

This letter is our billing for services rendered in the period **August 1 through August 31, 2021.**

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

This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on **November 5, 2021**

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

Work Element 530 - Agency Administration

Executive Coordinator	1 hours @ \$	265.00	\$	265.00
Director of Finance & Administration	0 hours @ \$	232.00	\$	-
Principal Accountant	0 hours @ \$	157.00	\$	-
Associate Planner	0 hours @ \$	121.00	\$	-
GIS Coordinator	0 hours @ \$	186.00	\$	-
Senior Executive Assistant	3 hours @ \$	142.00	\$	426.00
Total	<u>4</u>	Subtotal	<u>\$</u>	<u>691.00</u>

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019, 6/5/2020, and 6/4/2021.

Total now due: \$ 691.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
August 1 - August 31, 2021

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

Tasks Completed:

Executive Coordinator

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

Director of Finance & Administration

GIS Coordinator

Principal Accountant

Associate Planner

Senior Executive Assistant

Preparation and distribution of the August 17, 2021 SWG agenda; Preparation of the September 10th PRWFPA Board of Directors agenda; Attendance of the August 17, 2021 SWG meeting.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2021	\$ 142.00	\$ 44,858.00
August, 2021	\$ 691.00	\$ 44,167.00
September, 2021	\$ -	\$ -
October, 2021	\$ -	\$ -
November, 2021	\$ -	\$ -
December, 2021	\$ -	\$ -
January, 2022	\$ -	\$ -
February, 2022	\$ -	\$ -
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
Subtotal	\$ 833.00	\$ 44,167.00
Balance Available		<u>\$ 44,167.00</u>

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

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

PO Box 2453
Seaside, CA 93955-2453

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

September 30, 2021

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Services Dated July 1, 2000, and amended July 6, 2001, August 9, 2002, July 11, 2003
July 2, 2004, July 1, 2005, September 22, 2006, July 6, 2007, June 27, 2008, January 9, 2009, May 1, 2009,
June 4, 2010, May 6, 2011, May 4, 2012, May 3, 2013, June 6, 2014, June 30, 2015, June 3, 2016, June 30,
2017, June 1, 2018, June 7, 2020, June 5, 2020, **and June 4, 2021.**

This letter is our billing for services rendered in the period **September 1 through September 30, 2021.**
The services included work under items 1 through 9 of Exhibit A of the referenced contract. The following
breakdown of charges is summarized in accordance with Exhibit B of the referenced contract. Data is from
the official time records under Work Element No. 530.

This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the
Board of Directors Meeting on **November 5, 2021**

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019, 6/5/2020,
and 6/4/2021.

Work Element 530 - Agency Administration

Executive Coordinator	2 hours @	\$ 265.00	\$ 530.00
Director of Finance & Administration	0 hours @	\$ 232.00	\$ -
Principal Accountant	0 hours @	\$ 157.00	\$ -
Associate Planner	0 hours @	\$ 121.00	\$ -
GIS Coordinator	0 hours @	\$ 186.00	\$ -
Senior Executive Assistant	12.5 hours @	\$ 142.00	\$ 1,775.00
Total	<u>14.5</u>	Subtotal	<u>\$ 2,305.00</u>

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019 and 6/5/2020.

Total now due: \$ 2,305.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
September 1 - September 30, 2021

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

Tasks Completed:

Executive Coordinator

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

Director of Finance & Administration

GIS Coordinator

Principal Accountant

Associate Planner

Senior Executive Assistant

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

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

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

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

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, 2021

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Services Dated July 1, 2000, and amended July 6, 2001, August 9, 2002, July 11, 2003, July 2, 2004, July 1, 2005, September 22, 2006, July 6, 2007, June 27, 2008, January 9, 2009, May 1, 2009, June 4, 2010, May 6, 2011, May 4, 2012, May 3, 2013, June 6, 2014, June 30, 2015, June 3, 2016, June 30, 2017, June 1, 2018, June 7, 2020, June 5, 2020, **and June 4, 2021.**

This letter is our billing for services rendered in the period **October 1 through October 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 **February 4, 2022**

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

Work Element 530 - Agency Administration

Executive Coordinator	1 hours @ \$	265.00	\$	265.00
Director of Finance & Administration	0 hours @ \$	232.00	\$	-
Principal Accountant	0 hours @ \$	157.00	\$	-
Associate Planner	0 hours @ \$	121.00	\$	-
GIS Coordinator	0 hours @ \$	186.00	\$	-
Senior Executive Assistant	5 hours @ \$	142.00	\$	710.00
Total	<u>6</u>	Subtotal	<u>\$</u>	<u>975.00</u>

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019, 6/5/2020, and 6/4/2021.

Total now due: \$ 975.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
October 1 - October 31, 2021

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	265.00	265.00
Subtotal	1.00	265.00	265.00
Director of Finance & Administration			
Project 530 Admin	-	232.00	-
Subtotal	-	232.00	-
Principal Accountant			
Project 530 Admin	-	157.00	-
Subtotal	-	157.00	-
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	-	121.00	-
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	-	186.00	-
Senior Executive Assistant			
Project 530 Admin	5.00	142.00	710.00
Subtotal	5.00	142.00	710.00
Total	6.00		975.00

Tasks Completed:

Executive Coordinator

Coordination and preparation of the 10/19/2021 SWG agenda; Attendance of the 10/19/2021 SWG meeting.

Director of Finance & Administration

GIS Coordinator

Principal Accountant

Associate Planner

Senior Executive Assistant

Preparation and distribution of the 10/19/2021 SWG agenda; Attendance of the 10/19/2021 SWG meeting; Cancellation of the 11/5/2021 PRWFPA Board of Directors meeting; Development of the Draft PRWFPA 2022 Calendar of meetings; Website maintenance & 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, 2021	\$ 142.00	\$ 44,858.00
August, 2021	\$ 691.00	\$ 44,167.00
September, 2021	\$ 2,305.00	\$ 41,862.00
October, 2021	\$ 975.00	\$ 40,887.00
November, 2021	\$ -	\$ -
December, 2021	\$ -	\$ -
January, 2022	\$ -	\$ -
February, 2022	\$ -	\$ -
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
Subtotal	\$ 4,113.00	\$ 40,887.00
Balance Available		<u>\$ 40,887.00</u>

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, 2021

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Services Dated July 1, 2000, and amended July 6, 2001, August 9, 2002, July 11, 2003
July 2, 2004, July 1, 2005, September 22, 2006, July 6, 2007, June 27, 2008, January 9, 2009, May 1, 2009,
June 4, 2010, May 6, 2011, May 4, 2012, May 3, 2013, June 6, 2014, June 30, 2015, June 3, 2016, June 30,
2017, June 1, 2018, June 7, 2020, June 5, 2020, **and June 4, 2021.**

This letter is our billing for services rendered in the period **November 1 through November 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 **February 4, 2022.**

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

Work Element 530 - Agency Administration

Executive Coordinator	1 hours @ \$ 265.00	\$ 265.00
Director of Finance & Administration	0 hours @ \$ 232.00	\$ -
Principal Accountant	0 hours @ \$ 157.00	\$ -
Associate Planner	0 hours @ \$ 121.00	\$ -
GIS Coordinator	0 hours @ \$ 186.00	\$ -
Senior Executive Assistant	2 hours @ \$ 142.00	\$ 284.00
Total	<u>3</u> Subtotal	<u>\$ 549.00</u>

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019, 6/5/2020,
and 6/4/2021.

Total now due: \$ 549.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
November 1 - November 30, 2021

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	265.00	265.00
Subtotal	1.00	265.00	265.00
Director of Finance & Administration			
Project 530 Admin	-	232.00	-
Subtotal	-	232.00	-
Principal Accountant			
Project 530 Admin	-	157.00	-
Subtotal	-	157.00	-
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	-	121.00	-
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	-	186.00	-
Senior Executive Assistant			
Project 530 Admin	2.00	142.00	284.00
Subtotal	2.00	142.00	284.00
Total	3.00		549.00

Tasks Completed:

Executive Coordinator

Coordination and preparation of the 11/16/2021 SWG agenda; Attendance of the 11/16/2021 SWG meeting.

Director of Finance & Administration

GIS Coordinator

Principal Accountant

Associate Planner

Senior Executive Assistant

Preparation and distribution of the 11/16/2021 SWG agenda; Attendance of the 11/16/2021 SWG meeting;
Development of the Draft SWG 2022 Calendar of meetings; PRWFPA website maintenance & 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, 2021	\$ 142.00	\$ 44,858.00
August, 2021	\$ 691.00	\$ 44,167.00
September, 2021	\$ 2,305.00	\$ 41,862.00
October, 2021	\$ 975.00	\$ 40,887.00
November, 2021	\$ 549.00	\$ 40,338.00
December, 2021	\$ -	\$ -
January, 2022	\$ -	\$ -
February, 2022	\$ -	\$ -
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
Subtotal	\$ 4,662.00	\$ 40,338.00
Balance Available		<u>\$ 40,338.00</u>

Atchison Barisone & Condotti

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

October 15, 2021

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

Re:

Dear Pajaro River Watershed Flood
Prevention Authority,

Enclosed is invoice 33805, which covers services from 9/1/2021 to 9/30/2021. This invoice, dated 10/15/2021, is for \$1950.54. Your total balance, including past charges, is \$1950.54. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$1,945.80
Total expenses	\$4.74
Total interest and finance charges	\$0.00
Total payments and other transactions	(\$59.40)
Total previous balance	\$59.40
Balance Due	\$,1950.54

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

October 15, 2021

Invoice #33805

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
	<u>General</u>		
9/24/2021	MHO AB 361 Resolution - Review draft resolution for compliance with AB 361. Analyze AB 361 for requirements for continued teleconferenced meetings. Revise draft resolution re same. Draft email to A.Flores re attached resolution. Review email from County re resolution. Draft email to APC re same. General	2.00 257.00/hr	514.00
	APC Rec/rev draft AB 361 resolution; assign MHO task re same; reply to A. Flores re same; rec/rev MHO draft edits to AB 361 resolution and reply w/ comments to same. General	0.40 312.00/hr	124.80
9/25/2021	MHO AB 361 Resolution - Analyze Brown Act and AB 361 language to determine whether each legislative body must make a finding under AB 361. Conduct research on other jurisdictions. Draft email to A.Flores re analysis. General	1.90 257.00/hr	488.30
	APC Email corresp. w/ MHO re comments from Mo. Co. Counsel re AB 361 resolution. General	0.10 312.00/hr	31.20
9/26/2021	APC Rec/rev MHO email re authority for JPA Board to authorize subordinate bodies to meet via teleconf. per AB 361; follow-up email corresp. w/ MHO re same. General	0.10 312.00/hr	31.20
9/27/2021	MHO AB 361 Resolution - Confer with M.Twomey re PRWFPA resolution for teleconferenced meetings. Confer with APC re same. Research staff working group to determine if they are subject to Brown Act requirements. Request additional information from M.Twomey and A.Flores re SWG meetings and agendas. Confer with APC re Brown Act considerations.	2.70 257.00/hr	693.90

831 423 8383

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT
COMMUNICATION

		<u>Hrs/Rate</u>	<u>Amount</u>
	Draft email to M.Twomey and A.Flores re same. Revise resolution to include only the Board in the AB 361 findings. Research when an agency needs to make findings under AB 361. General		
9/27/2021	APC Tcw MHO re final Resolution revisions; follow-up email corresp. w/ MHO re same; monitor thread re same. General	0.20 312.00/hr	62.40
SUBTOTAL:		[7.40	1,945.80]
For professional services rendered		7.40	\$1,945.80
Additional Charges :			
		<u>Qty/Price</u>	
<u>General</u>			
9/24/2021	MHO Lexis Research General	1 3.05	3.05
9/25/2021	MHO Lexis Research General	1 1.69	1.69
SUBTOTAL:			[4.74]
Total additional charges			\$4.74
For professional services rendered		7.40	\$1,950.54
Previous balance			\$59.40
Accounts receivable transactions			
9/20/2021	Payment for June 2021 Legal Fees - Thank You. Check No. 59.4		(\$59.40)
Total payments and adjustments			(\$59.40)
Balance due			<u>\$1,950.54</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.

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT
COMMUNICATION

Atchison Barisone & Condotti

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

January 12, 2022

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 33869, which covers services from 12/1/2021 to 12/31/2021. This invoice, dated 1/12/2022, is for \$103.33. Your total balance, including past charges, is \$2053.87. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$102.80
Total expenses	\$0.53
Total interest and finance charges	\$0.00
Total payments and other transactions	\$0.00
Total previous balance	\$1,950.54
Balance Due	\$,2,053.87

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

January 12, 2022

Invoice #33869

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
	<u>General</u>		
12/22/2021	AG Review audit letter request and revise letter to incorporate relevant dates and new materiality requirement. General	0.40 257.00/hr	102.80

SUBTOTAL:	[0.40	102.80]
For professional services rendered		0.40	\$102.80

Additional Charges :

		<u>Qty/Price</u>	
	<u>General</u>		
12/23/2021	ADM Postage General	1 0.53	0.53

SUBTOTAL:		[0.53]
Total additional charges			\$0.53

For professional services rendered	0.40	\$103.33
Previous balance		\$1,950.54

831 423 8383

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT
COMMUNICATION

	<u>Amount</u>
Balance due	<u>\$2,053.87</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.

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
103.33	0.00	1,950.54	0.00	0.00



WALLACE GROUP

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

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

September 20, 2021

Project No: 1627-0001-00

Invoice No: 54195

Invoice Total \$340.00

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

Professional services rendered through July 31, 2021

Phase 00100 Storm Water Resource Plan

Labor

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

Budget

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

Outstanding Invoices

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

Billing Backup

Monday, September 20, 2021

Wallace Group

Invoice 54195 Dated 9/20/2021

8:15:37 AM

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

			Hours	Rate	Amount	
Principal						
Wagner, Kari	7/20/2021		.50	230.00	115.00	
SWG Meeting						
Civil Engineer II						
Kingsbury, Andrea	7/15/2021		1.00	150.00	150.00	
Prepare Draft for FPA Staff Working Group.						
Kingsbury, Andrea	7/20/2021		.50	150.00	75.00	
Prep & Attend SWG Meeting.						
Totals			2.00		340.00	
Total Labor						340.00
Total this Phase						\$340.00
Total this Project						\$340.00
Total this Report						\$340.00



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

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

November 10, 2021
Project No: 1627-0001-00
Invoice No: 54738
Invoice Total \$1,200.00

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

Professional services rendered through September 30, 2021

Phase 00100 Storm Water Resource Plan

Labor

	Hours	Rate	Amount	
Principal	1.75	230.00	402.50	
Civil Engineer II	5.00	150.00	750.00	
Project Assistant II	.50	95.00	47.50	
Totals	7.25		1,200.00	
Total Labor				1,200.00
Total this Phase				\$1,200.00

Budget	Current	Prior	To-Date	
Total Billings	1,200.00	13,161.25	14,361.25	
Limit			15,000.00	
Remaining			638.75	
Total this Invoice				\$1,200.00

Outstanding Invoices

Number	Date	Balance
54195	9/20/2021	340.00
Total		340.00

Billing Backup

Wednesday, November 10, 2021

Wallace Group

Invoice 54738 Dated 11/10/2021

3:00:21 PM

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

			Hours	Rate	Amount	
Principal						
Wagner, Kari	8/26/2021		.25	230.00	57.50	
Project Management						
Wagner, Kari	9/9/2021		.50	230.00	115.00	
Mtg Prep						
Wagner, Kari	9/10/2021		1.00	230.00	230.00	
Presentation at Board Meeting						
Civil Engineer II						
Kingsbury, Andrea	9/9/2021		2.00	150.00	300.00	
Presentation Prep. Review w/ KEW.						
Kingsbury, Andrea	9/10/2021		3.00	150.00	450.00	
FPA Presentation and Prep.						
Project Assistant II						
Castle, Kylie	8/25/2021		.25	95.00	23.75	
KEW project management assistance.						
Castle, Kylie	8/26/2021		.25	95.00	23.75	
KEW project management assistance.						
Totals			7.25		1,200.00	
Total Labor						1,200.00
				Total this Phase		\$1,200.00
				Total this Project		\$1,200.00
				Total this Report		\$1,200.00

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 4, 2022

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

The Balance Sheet reflects a cash balance of \$683,946.89. There were no accounts receivables outstanding as of December 31, 2021. The current liabilities balance is \$20,841.87. PRWFPA has sufficient current assets on hand to pay all known current obligations.

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

- RAPS, Inc.: Staff Working Group (SWG) preparation and Board of Director's agenda preparation and meeting attendance. Website maintenance and update.
- Gutierrez Consultants: Work associated with SWRP, Developed Subvention Letters of Support, San Benito County Conservation Plan, Soap Lake Project, Gonzales sale, and SWG meeting preparation and attendance.

- Atchinson Barisone & Condotti: Legal services consisting of AB 361 Compliance and Brown Act requirements, Audit review.
- Wallace Group: Preparation of Greater Hollister Area Storm Water Resource Plan (SWRP)

Expenses for the period of July 1, 2021 through December 31, 2021 totaled \$23,848.30, which included professional services and other expenses.

PRWFPA's Profit and Loss Statement reflects an excess of revenue over expense of \$56,376.39 for the period July 1, 2021 through December 31, 2021.

The following table highlights key Budget to Actual financial data:

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

Expense	Budget December 2021	Actual December 2021	Difference
Professional Services	\$ 66,040.00	\$ 22,735.37	\$ 43,304.63
Insurance	\$ 700.00	\$ 1,080.00	\$ (380.00)
Supplies	\$ 1,990.00	\$ -	\$ 1,990.00
Travel	\$ 4,250.00	\$ 32.93	\$ 4,217.07
Total	<u>\$ 72,980.00</u>	<u>\$ 23,848.30</u>	<u>\$ 49,131.70</u>
Revenue			
State/Local Revenue *	\$ 40,750.00	\$ 80,224.69	\$ 39,474.69
* State/Local Revenue does not include \$64,460.00 which will be used from reserves			

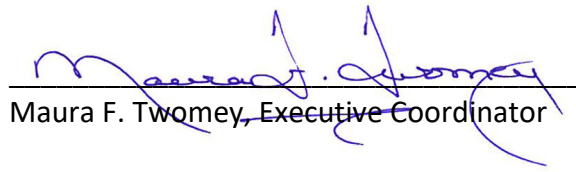
Professional Services are under budget primarily due to the timing of work provided by contractual obligation. Revenues are primarily member dues and are received at the start of the year.

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

APPROVED BY:



Maura F. Twomey, Executive Coordinator

Attachment 1
Pajaro River Watershed Flood Prevention Authority
Balance Sheet
As of December 31, 2021

	<u>December 31, 2021</u>
ASSETS	
Current Assets	
Cash and Cash Equivalents	
Cash in Bank Checking	545,207.83
LAIF Account	138,739.06
Total Cash and Cash Equivalents	<u>\$ 683,946.89</u>
Accounts Receivable	
Accounts Receivable	-
Total Accounts Receivable	<u>\$ -</u>
TOTAL ASSETS	<u>\$ 683,946.89</u>
LIABILITIES & FUND BALANCE	
Liabilities	
Current Liabilities	
Accounts Payable	20,841.87
Total Current Liabilities	<u>\$ 20,841.87</u>
Total Liabilities	<u>\$ 20,841.87</u>
Fund Balance - Unrestricted	
Fund Balance - Beginning of Fiscal Year	606,728.63
Net Income/(Loss)	56,376.39
Total Fund Balance - Unrestricted	<u>663,105.02</u>
TOTAL LIABILITIES & FUND BALANCE	<u>683,946.89</u>

Attachment 2
Pajaro River Watershed Flood Prevention Authority
Profit & Loss

July 1, 2021 through December 31, 2021

July 2021 - December 2021

Income		
Interest		224.69
Member Dues		80,000.00
Total Income	\$	80,224.69
Expense		
Audit Expense		5,580.00
Gutierrez Consultants		8,659.50
Regional Analysis & Planning Services, Inc. (RAPS)		4,662.00
Wallace Group		1,540.00
Insurance		1,080.00
Legal Services		2,053.87
Other Expense		
Web Hosting/Maintenance Costs	240.00	
Travel	32.93	
Total Other Expense		272.93
Total Expense	\$	23,848.30
Net Income/(Loss)	\$	56,376.39

Attachment 3
Pajaro River Watershed Flood Prevention Authority
A/P Aging Detail
As of December 31, 2021

Date	Num	Name	Due Date	Open Balance
12/31/2021	19034	AMBAG	12/31/2021	40.00
11/30/2021	1093	Regional Analysis & Planning Services	01/29/2022	549.00
12/31/2021	33869	Atchison Barisone & Condotti	01/31/2022	103.33
12/31/2021	29708	Moss, Levy & Hartzheim	02/04/2022	3,580.00
11/30/2021	1645	Gutierrez Consultants	02/28/2022	2,008.00
12/31/2021	1647	Gutierrez Consultants	03/31/2022	878.50
09/30/2021	1628	Gutierrez Consultants	12/29/2021	1,255.00
10/31/2021	1092	Regional Analysis & Planning Services	12/30/2021	975.00
11/30/2021	29503	Moss, Levy & Hartzheim	12/30/2021	2,000.00
08/31/2021	1626	Gutierrez Consultants	11/29/2021	2,886.50
09/30/2021	1089	Regional Analysis & Planning Services	11/29/2021	2,305.00
09/30/2021	54738	Wallace Group	11/29/2021	1,200.00
11/30/2021	18922	AMBAG	11/30/2021	40.00
08/31/2021	1088	Regional Analysis & Planning Services	10/30/2021	691.00
09/30/2021	33805	Atchison Barisone & Condotti	10/30/2021	1,950.54
10/31/2021	18857	AMBAG	10/31/2021	40.00
07/31/2021	54195	Wallace Group	09/29/2021	340.00
Total				<u><u>\$20,841.87</u></u>

Pajaro River Watershed Flood Prevention Authority
Check Register
August 1, 2021 through December 31, 2021

Date	Num	Name	Memo	Amount
08/23/2021	925	AMBAG	Reimbursement of Website Maintenance and BOD related Expenses	85.76
08/23/2021	926	Atchison Barisone & Condotti	Legal services provided for the month of June 2021	59.40
08/23/2021	927	Gutierrez Consultants	Lake Floodplain Preservation Project Services & Meetings May - Jun 2021	5,246.00
08/23/2021	928	Planeteria Media	PRWFPFA Website Design & Development Services 5/01/21 - 6/30/21	4,950.00
08/23/2021	929	Regional Analysis & Planning Services	Agency Administration from May - Jul 2021	6,856.00
08/23/2021	930	Wallace Group	Storm Water Resource Plan Apr - Jun 2021	12,821.25
08/23/2021	931	Gutierrez Consultants	July 2021 Lake Floodplain Preservation Project Services & Meetings	1,631.50
10/14/2021	932	AMBAG	Reimbursement of Website Maintenance and BOD related Expenses	112.93
10/14/2021	933	Glatfelter Insurance Group	Renew policy for period 09/17/21 - 09/17/22	1,080.00
TOTAL				\$ 32,842.84

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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