

**Staff Working Group Agenda
Pajaro River Watershed Flood Prevention Authority**

**January 18, 2022
10:00 a.m.**

**Conference Call
Dial-in Number: (605) 475-4700
Access Code: 203466#**

1. **A. Gutierrez Consultants:**
Approve invoices for services rendered on:
 - October 2021 - November 2021 (Page 3)
 - December 2021 (Will be provided at the meeting)
 - B. RAPS, Inc.:**
Approve invoices for services rendered on:
 - October 2021 (Page 5)
 - November 2021 (Page 8)
 - December 2021 (Will be provided at the meeting)
 - C. Wallace Group:**
Approve the invoices for services rendered from August 2021 – September 2021. (Page 11)
 - D. ABC Law:**
Approve the invoices for services rendered from July 2021 – December 2021. (Page 13)
2. **Draft February 4, 2022 PRWFPA Board of Directors Agenda**
 - **Maura Twomey**

Review the draft February 4, 2022 Board of Directors agenda. The agenda will be provided at the meeting.
3. **Proposed Construction Projects in Monterey County**
 - **Mark Foxworthy**

Receive an update on the proposed construction projects in Monterey County.

4. Pajaro River Flood Risk Reduction Project Update
• Mark Strudley

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

5. Other Items

6. Adjournment

Next Meeting:

BOD: February 4, 2022, Location TBD @ 9 AM

SWG: February 15, 2022, Conference Call @ 10 AM



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

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>\$ 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	<u>1.00</u>	<u>265.00</u>	<u>265.00</u>
Director of Finance & Administration			
Project 530 Admin	-	232.00	-
Subtotal	<u>-</u>	<u>232.00</u>	<u>-</u>
Principal Accountant			
Project 530 Admin	-	157.00	-
Subtotal	<u>-</u>	<u>157.00</u>	<u>-</u>
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	<u>-</u>	<u>121.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	<u>-</u>	<u>186.00</u>	<u>-</u>
Senior Executive Assistant			
Project 530 Admin	5.00	142.00	710.00
Subtotal	<u>5.00</u>	<u>142.00</u>	<u>710.00</u>
Total	<u>6.00</u>		<u>975.00</u>

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	<u>1.00</u>	<u>265.00</u>	<u>265.00</u>
Director of Finance & Administration			
Project 530 Admin	-	232.00	-
Subtotal	<u>-</u>	<u>232.00</u>	<u>-</u>
Principal Accountant			
Project 530 Admin	-	157.00	-
Subtotal	<u>-</u>	<u>157.00</u>	<u>-</u>
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	<u>-</u>	<u>121.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	-	186.00	-
Subtotal	<u>-</u>	<u>186.00</u>	<u>-</u>
Senior Executive Assistant			
Project 530 Admin	2.00	142.00	284.00
Subtotal	<u>2.00</u>	<u>142.00</u>	<u>284.00</u>
Total	<u>3.00</u>		<u>549.00</u>

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>



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
---------	--------------	--

Phase	00100	Storm Water Resource Plan
-------	-------	---------------------------

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

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	\$1,950.54

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><u>\$1,950.54</u></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