

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

**March 15, 2022  
10:00 a.m.**

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

**1. Gutierrez Consultants:**

Approve invoices for services rendered on:

- January 2022 (Page 3)
- February 2022 (Page 5)

**B. RAPS, Inc.:**

Approve invoices for services rendered on:

- January 2022 (Page 7)
- February 2022 (Page 10)

**C. ABC Law:**

Approve the invoices for services rendered in January 2022. (Page 13)

**2. Draft April 1, 2022 PRWFPA Board of Directors Agenda**

- **Maura Twomey**

Review the draft April 1, 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:** April 1, 2022, TBD @ 9 AM

**SWG:** April 19, 2022, Conference Call @ 10 AM



## Gutierrez Consultants

February 24, 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 January 1, 2022 through January 31, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$1,129.50 and the balance remaining is \$60,211.50.

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
02/24/22	1662		1/1/22-1/31/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in January 18, 2022 SWG meeting (call); review FMPRA grant letter of support requirements; review and edit FPA Audit Management's Discussion and Analysis text; review TNC proposed sale documents and grant agreement requirements for sale with encumbered easement	4.5	251.00	1,129.50
			Total	\$1,129.50



## Gutierrez Consultants

March 9, 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 February 1, 2022 through February 28, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$502.00 and the balance remaining is \$59,709.50.

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
03/08/22	1666		2/1/22-2/28/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in February 4, 2022 Board of Director's meeting (virtual); prepare and submit Form 700	2	251.00	502.00
			Total	\$502.00

## 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

January 31, 2022

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 **January 1 through January 31, 2022.** The services included work under items 1 through 9 of Exhibit A of the referenced contract. The following breakdown of charges is summarized in accordance with Exhibit B of the referenced contract. Data is from the official time records under Work Element No. 530.

This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on **April 1, 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	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, 6/5/2020, and 6/4/2021.

Total now due: \$ 2,305.00

Sincerely,

Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
January 1 - January 31, 2022

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**

Preparation of the January 18, 2022 SWG agenda; Attendance of the January 18, 2022 Staff Working Group meeting; Preparation of the February 4, 2022 PRWFPA Board of Directors agenda.

**Director of Finance & Administration**

**GIS Coordinator**

**Principal Accountant**

**Associate Planner**

**Senior Executive Assistant**

Preparation and distribution of the January 18, 2022 SWG agenda; Attendance of the January 18, 2022 Staff Working Group meeting; Preparation and distribution of the February 4, 2022 PRWFPA Board of Directors agenda; Website update.



## REGIONAL ANALYSIS PLANNING SERVICES, INC.

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

	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 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	\$ 0.00	\$ 40,338.00
January, 2022	\$ 2,305.00	\$ 38,033.00
February, 2022	\$ -	\$ -
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 6,967.00</b>	<b>\$ 38,033.00</b>
Balance Available		<u>\$ 38,033.00</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

February 28, 2022

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 **February 1 through February 28, 2022.** The services included work under items 1 through 9 of Exhibit A of the referenced contract. The following breakdown of charges is summarized in accordance with Exhibit B of the referenced contract. Data is from the official time records under Work Element No. 530.

This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on **April 1, 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	3 hours @	\$ 265.00	\$ 795.00
Director of Finance & Administration	10 hours @	\$ 232.00	\$ 2,320.00
Principal Accountant	9 hours @	\$ 157.00	\$ 1,413.00
Associate Planner	0 hours @	\$ 121.00	\$ -
GIS Coordinator	0 hours @	\$ 186.00	\$ -
Senior Executive Assistant	4.5 hours @	\$ 142.00	\$ 639.00
Total	<u>26.5</u>	Subtotal	<u>\$ 5,167.00</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: \$ 5,167.00

Sincerely,

Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
February 1 - February 28, 2022

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	3.00	265.00	795.00
Subtotal	3.00	265.00	795.00
Director of Finance & Administration			
Project 530 Admin	10.00	232.00	2,320.00
Subtotal	10.00	232.00	2,320.00
Principal Accountant			
Project 530 Admin	9.00	157.00	1,413.00
Subtotal	9.00	157.00	1,413.00
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	4.50	142.00	639.00
Subtotal	4.50	142.00	639.00
Total	26.50		5,167.00

**Tasks Completed:**

**Executive Coordinator**

Attendance of the February 4, 2022 PRWFPA Board of Directors meeting; Preparation of the February 15th SWG agenda.

**Director of Finance & Administration**

Prepared financial statements for the February 4, 2022 Board of Directors meeting. FY20-21 Financial Audit

**GIS Coordinator**

**Principal Accountant**

Prepared financial statements for the February 4, 2022 Board of Directors meeting. FY20-21 Financial Audit

**Associate Planner**

**Senior Executive Assistant**

Attendance of the February 4, 2022 PRWFPA Board of Directors meeting; Travel for Chair's signature; Preparation and distribution of the February 15th SWG 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, 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	\$ 0.00	\$ 40,338.00
January, 2022	\$ 2,305.00	\$ 38,033.00
February, 2022	\$ 5,167.00	\$ 32,866.00
March, 2022	\$ -	\$ -
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 12,134.00</b>	<b>\$ 32,866.00</b>
Balance Available		<u>\$ 32,866.00</u>

# Atchison Barisone & Condotti

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

February 14, 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 33889, which covers services from 1/1/2022 to 1/31/2022. This invoice, dated 2/14/2022, is for \$62.40. Your total balance, including past charges, is \$62.40. Prompt payment of your total balance is appreciated.

## Billing Summary

Total for services rendered	\$62.40
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	(\$2,053.87)
Total previous balance	\$2,053.87
<b>Balance Due</b>	<b>\$62.40</b>

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

February 14, 2022

Invoice #33889

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
	<u>General</u>		
1/26/2022	APC Rec/rev A. Flores corresp. re proposed out-sale - Gonzalez property; follow-up email corresp. w/ A. Flores/L. Gutierrez re same. General	0.10 312.00/hr	31.20
1/28/2022	APC Review agenda packet - 2/4 meeting. General	0.10 312.00/hr	31.20
SUBTOTAL:		[ 0.20	62.40]
<b>For professional services rendered</b>		<b>0.20</b>	<b>\$62.40</b>
<b>For professional services rendered</b>		<b>0.20</b>	<b>\$62.40</b>
<b>Previous balance</b>			<b>\$2,053.87</b>
Accounts receivable transactions			
2/7/2022	Payment for September 2021 and December 2021 Legal Fees and Costs - Thank You. Check No. 935		(\$2,053.87)
<b>Total payments and adjustments</b>			<b>(\$2,053.87)</b>
Balance due			<b>\$62.40</b>

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.

831 423 8383

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT  
COMMUNICATION