

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

**May 17, 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:
 - March 2022 and April 2022 (Page 3)
- B. RAPS, Inc.:**
Approve invoices for services rendered on:
 - March 2022 and April 2022 (Page 7)
- C. ABC Law:**
Approve the invoice for services rendered on:
 - February 2022 (Page 13)
2. **Gutierrez Consultants Contract Extension for FY 2022-2023**
-Lidia Gutierrez, Gutierrez Consultants

Approve the draft FY 2022-2023 contract extension with Gutierrez Consultants.
(Page 15)
3. **RAPS, Inc. Contract Extension for FY 2022-2023**
-Maura Twomey, RAPS, Inc.

Approve the FY 2022-2023 contract extension with RAPS, Inc. (Page 23)
4. **ABC Law Contract Extension for FY 2022-2023**
-Maura Twomey, RAPS, Inc.

Approve the FY 2022-2023 contract extension with ABC Law. Will be provided at the meeting.

5. Draft FY 2022-2023 PRWFPA Budget

-Maura Twomey

Approve the draft FY 2022-2023 PRWFPA Budget. (Page 27)

6. 2022 Legislative Conference

• Maura Twomey

Discuss scheduling a Legislative Conference.

7. Proposed PRWFPA Grant Application

• Lidia Gutierrez

Discuss how best to use the PRWFPA resources in support of the Pajaro River Flood Risk Reduction Project.

8. June 3, 2022 Board of Directors Agenda

-Maura Twomey

Review the draft June 3, 2022 Board of Directors Agenda. The agenda will be provided at the meeting.

9. Proposed Construction Projects in Monterey County

• Mark Foxworthy

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

10. Pajaro River Flood Risk Reduction Project Update

• Mark Strudley

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

11. Other Items

12. Adjournment

Next Meeting:

BOD: June 3, 2022, City of Watsonville, Council Chambers @ 9 AM

SWG: June 21, 2022, Conference Call @ 10 AM



Gutierrez Consultants

April 8, 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 March 1, 2022 through March 31, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$815.75 and the balance remaining is \$58,893.75.

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
04/08/22	1677		3/1/22-4/1/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in March 15, 2022 Staff Working Group meeting (call); review One Water - Upper Pajaro River Watershed Survey materials; prepare for and participate in April 1, 2022 Board meeting (call); post-meeting coordination regarding FPA next steps; February 2022 invoice	3.25	251.00	815.75
			Total	\$815.75



Gutierrez Consultants

May 11, 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 April 1, 2022 through April 30, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$627.50 and the balance remaining is \$58,266.25.

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
05/11/22	1685		4/1/22-4/30/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review FPA funding and potential studies or project alternatives for FPA support; prepare for and participate in April 19, 2022 SWG meeting	2.5	251.00	627.50
			Total	\$627.50

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

March 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 **March 1 through March 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 **June 3, 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	2 hours @	\$ 232.00	\$	464.00
Principal Accountant	0 hours @	\$ 157.00	\$	-
Associate Planner	0 hours @	\$ 121.00	\$	-
GIS Coordinator	0 hours @	\$ 186.00	\$	-
Senior Executive Assistant	9 hours @	\$ 142.00	\$	1,278.00
Total	<u>12</u>	Subtotal	<u>\$</u>	<u>2,007.00</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: \$ 2,007.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
March 1 - March 31, 2022

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	2.00	232.00	464.00
Subtotal	<u>2.00</u>	<u>232.00</u>	<u>464.00</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	9.00	142.00	1,278.00
Subtotal	<u>9.00</u>	<u>142.00</u>	<u>1,278.00</u>
Total	<u>12.00</u>		<u>2,007.00</u>

Tasks Completed:

Executive Coordinator

SWG 3/15/22 agenda preparation; SWG 3/15/22 meeting attendance; PRWFPA 4/1/22 Board of Directors agenda preparation.

Director of Finance & Administration

Prepared financial statements for 4/1/22 Board of Directors meeting.

GIS Coordinator

Principal Accountant

Associate Planner

Senior Executive Assistant

SWG 3/15/22 agenda preparation and distribution; SWG 3/15/22 meeting attendance; PRWFPA 4/1/22 Board of Directors agenda preparation and distribution; Website update; FPPC filing.

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	\$ 2,007.00	\$ 30,859.00
April, 2022	\$ -	\$ -
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
Subtotal	\$ 14,141.00	\$ 30,859.00
Balance Available		<u>\$ 30,859.00</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

April 30, 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 **April 1 through April 30, 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 **June 3, 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	4 hours @	\$ 142.00	\$	568.00
Total	<u>6</u>	Subtotal	<u>\$</u>	<u>1,098.00</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: \$ 1,098.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
April 1 - April 30, 2022

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	2.00	265.00	530.00
Subtotal	<u>2.00</u>	<u>265.00</u>	<u>530.00</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	4.00	142.00	568.00
Subtotal	<u>4.00</u>	<u>142.00</u>	<u>568.00</u>
Total	<u>6.00</u>		<u>1,098.00</u>

Tasks Completed:

Executive Coordinator

Attendance of the April 1, 2022 PRWFPA Board of Directors meeting; Preparation of the April 19, 2022 SWG agenda; Attendance of the April 19, 2022 SWG meeting.

Director of Finance & Administration

GIS Coordinator

Principal Accountant

Associate Planner

Senior Executive Assistant

Preparation and attendance of the April 1, 2022 PRWFPA Board of Directors meeting; Preparation and distribution of the April 19, 2022 SWG agenda; Attendance of the April 19, 2022 SWG meeting; Website update; Travel to Salinas for signatures from Chair Baillie.

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	\$ 2,007.00	\$ 30,859.00
April, 2022	\$ 1,098.00	\$ 29,761.00
May, 2022	\$ -	\$ -
June, 2022	\$ -	\$ -
Subtotal	\$ 15,239.00	\$ 29,761.00
Balance Available		<u>\$ 29,761.00</u>

Atchison Barisone & Condotti

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

March 8, 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 2782, which covers services from 2/1/2022 to 2/28/2022. This invoice, dated 3/8/2022, is for \$0.00. Your total balance, including past charges, is \$62.40. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$0.00
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	\$0.00
Total previous balance	\$62.40
Balance Due	\$62.40

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

March 8, 2022

	<u>Amount</u>
Previous balance	\$62.40
Balance due	<u>\$62.40</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.

**DRAFT
CONTRACT FOR SERVICES**

This **Amendment No. 13** to the Contract for Services dated June 4, 2010 between the Pajaro River Watershed Flood Prevention Authority (**Authority**) and Gutierrez Consultants, Inc. (**Contractor**) amends the following sections of the original agreement.

1. SCOPE OF SERVICES

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

B. Time is of the essence in this Agreement.

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

2. COMPENSATION

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

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

3. TERM OF AGREEMENT.

The term of this agreement shall commence on **July 1, 2022** (Commencement Date), and shall continue until **June 30, 2023** (Termination Date), or until the parties mutually determine that the work required hereunder is satisfactorily completed, whichever occurs first.

In witness whereof, the parties hereto have executed this agreement on **June 3, 2022**.

GUTIERREZ CONSULTANTS

Signature

Date

Lidia Gutierrez
Principal

PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY

Signature
John Baillie
Chair of the Board of Directors

Date

Approved as to Form

Signature
Anthony Condotti
Attorney at Law

Date

EXHIBIT A

Scope of Services for Soap Lake Floodplain Preservation Project

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Task 1: Staff Working Group and Board of Directors Meetings

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

Deliverables:

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

Task 2: Evaluation of Funding Opportunities and Grant Application

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

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

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

Deliverable:

- Funding Updates.
- Funding application (one)

Task 3: Information and Public Outreach

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

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

Deliverables:

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

Task 4: Partner and Land Owner Facilitation

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

Deliverables:

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

Task 5: Soap Lake Development Reviews

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

Deliverables:

- Project review notes

Task 6: Legislative and Lobbying Support

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

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

Deliverables:

- Lobbying informational materials and meeting notes

EXHIBIT B

Rate Schedule

for

Gutierrez Consultants, Inc.

<u>Classification</u>	<u>2021/2022 Rate</u>
Principal	\$258/hour
Associate Planner	\$189/hour
Project Assistant	\$162/hour
Project Administrator	\$112/hour

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

**DRAFT
CONTRACT FOR SERVICES**

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

1. SCOPE OF WORK. The Scope of Work is attached as Exhibit A.
2. COMPENSATION. For all services listed in Exhibit A, Contractor shall be reimbursed for actual costs incurred, (time and material). A rate schedule is attached as Exhibit B.
3. TERM OF AGREEMENT. The term of this agreement shall commence on **July 1, 2022** (Commencement Date), and shall continue until **June 30, 2023** (Termination Date), or until the parties mutually determine that the work required hereunder is satisfactorily completed, whichever occurs first.
4. COST LIMITATIONS. The total amount of compensation under this agreement shall not exceed **\$45,000.00** for Agency Administration.

In witness whereof, the parties hereto have executed this agreement on **June 3, 2022**.

REGIONAL ANALYSIS & PLANNING SERVICES, INC.

Signature
Maura Twomey
Executive Coordinator

Date

PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY

Signature
John Baillie
Chair of the Board of Directors

Date

Approved as to Form

Signature

Anthony Condotti

Attorney at Law

Date

EXHIBIT A

Scope of Services

AGENCY ADMINISTRATION

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

EXHIBIT B

HOURLY RATES

Associate Planner	\$126.00
Director of Finance & Administration	\$241.00
Clerk of the Board	\$180.00
Executive Coordinator	\$276.00
GIS Coordinator	\$193.00
Principal Accountant	\$163.00

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

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

**Pajaro River Watershed Flood Prevention Authority
FY 2022-2023 Budget**

	FY 2021-2022 Approved 06/04/21	FY 2021-2022 Actual As Of 04/30/22	FY 2022-2023 Draft 06/03/22
REVENUE:			
Member Agency Contributions - Agency Admin. & Study (8 x \$10k)	\$ 80,000	\$ 80,000	\$ 80,000
Interest Earned	\$ 1,500	\$ 431	\$ 500
Total Revenue	\$ 81,500	\$ 80,431	\$ 80,500
Transfer from General Reserves	\$ 64,460	\$ -	\$ 64,155
Total Funding	\$ 145,960	\$ -	\$ 144,655
EXPENDITURES:			
Agency Administration			
RAPS, Inc.	\$ 45,000	\$ 15,239	\$ 45,000
Legal Fees	\$ 10,000	\$ 2,116	\$ 10,000
Audit Fees	\$ 5,580	\$ 5,580	\$ 5,775
Liability Insurance	\$ 1,400	\$ 1,080	\$ 1,400
Travel	\$ 1,000	\$ 33	\$ 1,000
Travel - Washington D.C.	\$ 7,500	\$ -	\$ 7,500
Misc. Expense (Meeting Costs, Website Hosting, Supplies, Etc.)	\$ 3,500	\$ -	\$ 3,500
Technical Services			
Gutierrez Consultants	\$ 70,000	\$ 11,734	\$ 70,000
Website Redesign for ADA Compliancy	\$ -	\$ -	\$ -
Website Maintenance	\$ 480	\$ 400	\$ 480
Wallace Group (Storm Water Management Plan)	\$ 1,500	\$ 1,540	\$ -
Total Expenditures	\$ 145,960	\$ 37,722	\$ 144,655
FUND BALANCE RESTRICTED (CARRY-OVER):			
General Reserves	\$ 636,556	\$ 606,729	\$ 649,437
Total Fund Balance	\$ 623,260	\$ 649,437	\$ 606,729

NOTES:

(1) FUND BALANCE RECONCILIATION:

Beginning Fund Balance	\$ 606,729	\$ 649,437
Prior Period Adjustments	\$ -	\$ -
Excess of Revenues Over/(Under) Expenditures	\$ 42,709	\$ (64,155)
Ending Fund Balance	<u>\$ 649,437</u>	<u>\$ 585,282</u>

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

**Pajaro River Watershed Flood Prevention Authority
FY 2022-2023 Budget**

2022-2023 CONTRACT SERVICE AMOUNTS:

Atchison, Barisone & Condotti, APC	\$	10,000
Gutierrez Consultants	\$	70,000
Planeteria	\$	480
Moss, Levy & Hartzheim LLP	\$	5,775
Regional Analysis and Planning Services, Inc. (RAPS)	\$	45,000
Wallace Group (Storm Water Management Plan)	\$	-
Total Contracted Services	<u>\$</u>	<u>131,255</u>

2022-2023 MEMBERSHIP CONTRIBUTIONS:

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