

Staff Working Group Agenda
Pajaro River Watershed Flood Prevention Authority

March 21, 2023

10:00 a.m.

Zoom Meeting

<https://us06web.zoom.us/j/89969961386?pwd=MGg3U0Q3dzV0UnNYVVg1cUZQcTBVQT09>

Or Telephone: US: +1 669 900 6833

Meeting ID: 899 6996 1386

Passcode: 896850

1. A. Gutierrez Consultants:

Approve invoices for services rendered on:

- January 2023 (Page 3)
- February 2023

B. RAPS, Inc.:

Approve invoices for services rendered on:

- January 2023 (Page 7)
- February 2023

2. Discuss Potential Grants

- **Lidia Gutierrez**

Receive an update from Lidia Gutierrez.

3. Discuss Additional Hydrology Modeling Needed in the Pajaro Watershed

- **Lidia Gutierrez**

Discuss additional hydrology modeling need in the Pajaro Watershed.

4. Pajaro River Flood Risk Reduction Project Update

- **Mark Strudley**

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

5. April 2023 PRWFPA Board of Directors Agenda

-Maura Twomey

Review the draft April 2023 Board of Directors Agenda. The agenda will be provided at the meeting.

6. Other Items

7. Adjournment

Next Meeting:

BOD: April 7, 2023, TBD @ 9 AM

SWG: April 18, 2023, Zoom Meeting @ 10 AM



Gutierrez Consultants

March 7, 2023

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, 2023 through January 31, 2023. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 13. The invoice is for a total amount of \$387.00 and the balance remaining is \$61,034.50.

Sincerely,

Lidia Gutierrez
Principal

Integrated Planning and Funding Solutions

5000 Lilac Ridge Road
118 Diablo Ranch Court
San Ramon, CA 94582
Danville, CA 94506
925.766.3294
925.766.5294

Gutierrez Consultants
118 Diablo Ranch Court
Danville, CA 94506

Invoice

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

Date	Invoice No.	Project	Service Period
03/07/23	1760		1/1/23-1/31/23

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review and edit Management's Discussion and Analysis section of Financial Statements; coordination with watershed partners regarding potential funding opportunities	1.5	258.00	387.00
			Total	\$387.00



Gutierrez Consultants

March 15, 2023

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, 2023 through February 28, 2023. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 13. The invoice is for a total amount of \$536.25 and the balance remaining is \$60,498.25.

Sincerely,

Lidia Gutierrez
Principal

Integrated Planning and Funding Solutions

5000 Lilac Ridge Road
118 Diablo Ranch Court
San Ramon, CA 94582
Danville, CA 94506
925.766.3294
925.766.5294

Gutierrez Consultants
118 Diablo Ranch Court
Danville, CA 94506

Invoice

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

Date	Invoice No.	Project	Service Period
03/15/23	1765		2/1/23-2/28/23

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	prepare for and participate in February 2023 SWG meetings; review CalOES funding opportunities; participate in CalOES Funding Webinar	3.25	165.00	536.25
			Total	\$536.25

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, 2023

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, June 4, 2021, **and June 3, 2022.**

This letter is our billing for services rendered in the period **January 1 through January 31, 2023.** 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 7, 2023.**

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 @	\$ 276.00	\$ 276.00
Director of Finance & Administration	0 hours @	\$ 241.00	\$ -
Principal Accountant	0 hours @	\$ 163.00	\$ -
Associate Planner	0 hours @	\$ 126.00	\$ -
GIS Coordinator	0 hours @	\$ 193.00	\$ -
Clerk of the Board	3 hours @	\$ 180.00	\$ 540.00
Total	<u>4</u>	Subtotal	<u>\$ 816.00</u>

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019, 6/5/2020, 6/4/2021, and 6/3/2022.

Total now due: \$ 816.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
January 1 - January 31, 2023

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	276.00	276.00
Subtotal	<u>1.00</u>	<u>276.00</u>	<u>276.00</u>
Director of Finance & Administration			
Project 530 Admin	-	241.00	-
Subtotal	<u>-</u>	<u>241.00</u>	<u>-</u>
Principal Accountant			
Project 530 Admin	-	163.00	-
Subtotal	<u>-</u>	<u>163.00</u>	<u>-</u>
Associate Planner			
Project 530 Admin	-	126.00	-
Subtotal	<u>-</u>	<u>126.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	-	193.00	-
Subtotal	<u>-</u>	<u>193.00</u>	<u>-</u>
Senior Executive Assistant			
Project 530 Admin	3.00	180.00	540.00
Subtotal	<u>3.00</u>	<u>180.00</u>	<u>540.00</u>
Total	<u>4.00</u>		<u>816.00</u>

Tasks Completed:

Executive Coordinator

Preparation of the January Staff Working Group agenda; Preparation of the February PRWFPA Board of Directors agenda.

Director of Finance & Administration

GIS Coordinator

Principal Accountant

Associate Planner

Senior Executive Assistant

Preparation of the January Staff Working Group agenda; Preparation of the February PRWFPA Board of Directors agenda; cancellation and rescheduling of Staff Working Group meeting; cancellation of the PRWFPA February Board of Directors Meeting; website update.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2022	\$ 241.00	\$ 44,759.00
August, 2022	\$ 996.00	\$ 43,763.00
September, 2022	\$ 2,268.00	\$ 41,495.00
October, 2022	\$ 4,808.00	\$ 36,687.00
November, 2022	\$ 2,262.00	\$ 34,425.00
December, 2022	\$ 0.00	\$ 34,425.00
January, 2023	\$ 816.00	\$ 33,609.00
February, 2023	\$ -	\$ -
March, 2023	\$ -	\$ -
April, 2023	\$ -	\$ -
May, 2023	\$ -	\$ -
June, 2023	\$ -	\$ -
Subtotal	\$ 11,391.00	\$ 33,609.00
Balance Available		<u>\$ 33,609.00</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, 2023

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, June 4, 2021, **and June 3, 2022.**

This letter is our billing for services rendered in the period **February 1 through February 28, 2023.** 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 7, 2023.**

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 @ \$ 276.00	\$ 552.00
Director of Finance & Administration	0 hours @ \$ 241.00	\$ -
Principal Accountant	0 hours @ \$ 163.00	\$ -
Associate Planner	0 hours @ \$ 126.00	\$ -
GIS Coordinator	1 hours @ \$ 193.00	\$ 193.00
Clerk of the Board	3 hours @ \$ 180.00	\$ 540.00
Total	<u>6</u>	<u>\$ 1,285.00</u>
	Subtotal	

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 06/7/2019, 6/5/2020, 6/4/2021, and 6/3/2022.

Total now due: \$ 1,285.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
February 1 - February 28, 2023

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	2.00	276.00	552.00
Subtotal	<u>2.00</u>	<u>276.00</u>	<u>552.00</u>
Director of Finance & Administration			
Project 530 Admin	-	241.00	-
Subtotal	<u>-</u>	<u>241.00</u>	<u>-</u>
Principal Accountant			
Project 530 Admin	-	163.00	-
Subtotal	<u>-</u>	<u>163.00</u>	<u>-</u>
Associate Planner			
Project 530 Admin	-	126.00	-
Subtotal	<u>-</u>	<u>126.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	1.00	193.00	193.00
Subtotal	<u>1.00</u>	<u>193.00</u>	<u>193.00</u>
Clerk of the Board			
Project 530 Admin	3.00	180.00	540.00
Subtotal	<u>3.00</u>	<u>180.00</u>	<u>540.00</u>
Total	<u>6.00</u>		<u>1,285.00</u>

Tasks Completed:

Executive Coordinator

Preparation of the February 7, 2023 and February 21, 2023 Staff Working Group agendas; Attendance of the February 7, 2023 and February 21, 2023 Staff Working Group meetings

Director of Finance & Administration

GIS Coordinator

PRWFPA website updates, posting Staff Working Group meeting, posting Staff Working Group meeting agenda

Principal Accountant

Associate Planner

Clerk of the Board

Preparation and distribution of the February 7, 2023 and February 21, 2023 Staff Working Group agendas; Attendance of the February 7, 2023 and February 21, 2023 Staff Working Group meetings

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2022	\$ 241.00	\$ 44,759.00
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October, 2022	\$ 4,808.00	\$ 36,687.00
November, 2022	\$ 2,262.00	\$ 34,425.00
December, 2022	\$ 0.00	\$ 34,425.00
January, 2023	\$ 816.00	\$ 33,609.00
February, 2023	\$ 1,285.00	\$ 32,324.00
March, 2023	\$ -	\$ -
April, 2023	\$ -	\$ -
May, 2023	\$ -	\$ -
June, 2023	\$ -	\$ -
Subtotal	\$ 12,676.00	\$ 32,324.00
Balance Available		<u>\$ 32,324.00</u>