

Staff Working Group Agenda

Pajaro River Watershed Flood Prevention Authority

April 18, 2023
10:00 a.m.

Zoom Meeting

<https://us06web.zoom.us/j/82754293017?pwd=dVJOR1ZCaW40ciszS3pmU2w0Q2h3QT09>

Or Telephone: US: +1 669 900 6833

Meeting ID: 827 5429 3017

Passcode: 083469

1. A. Gutierrez Consultants:

Approve invoice for services rendered on:

- March 2023 (Page 3)

B. RAPS, Inc.:

Approve invoice for services rendered on:

- March 2023 (Page 5)

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: TBD

SWG: May 16, 2023, Zoom Meeting @ 10 AM



Gutierrez Consultants

April 14, 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 March 1, 2023 through March 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 \$59,809.00.

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
04/14/23	1770		3/1/23-3/31/23

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in March 21, 2023 Staff Working Group Meeting; review development status of San Benito County projects	1.5	258.00	387.00
			Total	\$387.00

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

March 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 **March 1 through March 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 21, 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	0 hours @ \$ 276.00	\$ -
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	5.5 hours @ \$ 180.00	\$ 990.00
Total	<u>6.5</u>	<u>\$ 1,183.00</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: \$ 1,183.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
March 1 - March 31, 2023

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	-	276.00	-
Subtotal	-	276.00	-
Director of Finance & Administration			
Project 530 Admin	-	241.00	-
Subtotal	-	241.00	-
Principal Accountant			
Project 530 Admin	-	163.00	-
Subtotal	-	163.00	-
Associate Planner			
Project 530 Admin	-	126.00	-
Subtotal	-	126.00	-
GIS Coordinator			
Project 530 Admin	1.00	193.00	193.00
Subtotal	1.00	193.00	193.00
Clerk of the Board			
Project 530 Admin	5.50	180.00	990.00
Subtotal	5.50	180.00	990.00
Total	6.50		1,183.00

Tasks Completed

Executive Coordinator

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 SWG March 21, 2023 agenda; Attendance of March 21, 2023 SWG meeting; Cancellation of the April 7, 2023 PRWFPA Board of Directors meeting; FPPC requirement

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	\$ 1,285.00	\$ 32,324.00
March, 2023	\$ 1,183.00	\$ 31,141.00
April, 2023	\$ -	\$ -
May, 2023	\$ -	\$ -
June, 2023	\$ -	\$ -
Subtotal	\$ 13,859.00	\$ 31,141.00
Balance Available		<u>\$ 31,141.00</u>