

# **Pajaro River Watershed Flood Prevention Authority Board of Directors Agenda**

c/o RAPS, Inc.  
P.O. Box 2453  
Seaside, CA 93955  
(831) 883-3750

**PRWFPA Chair – John Baillie**

**PRWFPA Vice Chair – Nancy Bilicich**

**DATE: May 5, 2023**

**TIME: 9:00 AM**

**LOCATION: Zoom Webinar**

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84251694177?pwd=ZFdRcEs2QnQvdDFsUXE1OGpMWUdaUT09>

Or Telephone:

Dial: +16694449171

Webinar ID: 842 5169 4177

Passcode: 778718

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On September 16, 2021, Governor Newsom signed AB 361 into law. The provisions enacted by AB 361 provide flexibility to meet remotely during a proclaimed emergency and will sunset on January 1, 2024. The PRWFPA Board of Directors meeting will be conducted via Zoom Webinar and the Board of Directors will participate from individual remote locations. Members of the public will need to attend the meeting remotely via Zoom Webinar. We apologize in advance for any technical difficulties.

Persons who wish to address the PRWFPA Board of Directors on an item to be considered at this meeting are encouraged to submit comments in writing at [info@ambag.org](mailto:info@ambag.org) by 5:00 PM, Thursday, May 4, 2023. The subject line should read “Public Comment for the May 5, 2023 Board of Directors Meeting”. The agency clerk will read up to 3 minutes of any public comment submitted.

If you have any questions, please contact Ana Flores, Clerk of the Board at [aflores@ambag.org](mailto:aflores@ambag.org) or at 831-883-3750.

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- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLIANCE**
- 3. ROLL CALL**
- 4. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**  
**(A maximum of three minutes on any subject not on the agenda)**

5. **ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA**

6. **Resolution in Accordance with AB 361 regarding the Ralph M. Brown Act. A Proclaimed State of Emergency was declared by Governor Newsom as a Result of a Series of Ongoing Winter Storms that Initially Struck California in late February and Continue to Significantly Impact the Proclaimed Counties**

**Recommended Action: ADOPT**

- Maura Twomey, RAPS, Inc.

Adopt Resolution 2023-1 in accordance with AB 361 regarding the Ralph M. Brown Act. A Proclaimed State of Emergency was declared by Governor Newsom as a result of a series of ongoing winter storms that initially struck California in late February and continue to significantly impact the proclaimed counties. (Page 5)

7. **ELECTION OF OFFICERS FOR 2023**

**Recommended Action: ELECT**

- Chair Baillie

Receive a report from Chair Baillie.

8. **PRESENTATIONS**

A. **Draft Audited Financial Statements for Fiscal Year (FY) 2021-2022**

**Recommended Action: INFORMATION**

- Diane Eidam, Retired Annuitant

Receive a presentation from Adam Guise, CPA from Moss, Levy & Hartzheim, LLP, on the PRWFPA's Draft Audited Financial Statements for FY 2021-2022. (separately enclosed). (Page 7)

9. **CONSENT AGENDA**

**Recommended Action: APPROVE**

**Note:** Action listed for each Agenda item represents the staff recommendation. The Board of Directors may, at its discretion, take any action on the items listed in the agenda.

A. **Minutes of the November 4, 2022 Board of Directors Meeting**

- Ana Flores, RAPS, Inc.

Approve the minutes of the November 4, 2022 Board of Directors meeting. (Page 11)

B. **Approval of Payment to Gutierrez Consultants**

- Lidia Gutierrez, Gutierrez Consultants

Approve the October 2022 – March 2023 invoices for services rendered by Gutierrez Consultants. (Page 15)

**C. Approval of Payment to RAPS, Inc.**

- Maura Twomey, RAPS, Inc.

Approve the October 2022 – March 2023 invoices for services rendered by RAPS, Inc. (Page 27)

**D. Approval of Payment to ABC Law**

- Maura Twomey, RAPS, Inc.

Approve the invoice for services rendered in November 2022 and December 2022 by ABC Law. (Page 43)

**E. Financial Update Report**

- Errol Osteraa, RAPS, Inc.

Accept the financial update report which provides an update on PRWFPA's current financial position and accompanying financial statements. (Page 47)

**10. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND POSSIBLE ACTION**

**11. PLANNING**

**A. Pajaro River Flood Risk Reduction Project Presentation**

**Recommended Action: INFORMATION**

- Dr. Mark Strudley, PRFMA Executive Director & Mark Foxworthy, MCWRA

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

**12. OTHER BUSINESS**

**13. ADJOURN**

**REFERENCE ITEMS:**

- A. 2023 Calendar of Meetings (Page 53)
- B. Acronym Guide (Page 55)

**NEXT BOARD OF DIRECTORS MEETING:**

**Date:** June 2, 2023  
**Location:** TBD  
**Time:** 9:00 AM

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. If you have a request for disability-related modification or accommodation, including auxiliary aids or services, contact Ana Flores at 831-883-3750, or by email [aflores@ambag.org](mailto:aflores@ambag.org), at least 48 hours prior to the meeting date.

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**A RESOLUTION  
OF THE PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY BOARD OF DIRECTORS  
AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF PRWFPA LEGISLATIVE BODIES PURSUANT  
TO THE RALPH M. BROWN ACT AND PROCLAIMED STATE OF EMERGENCY AS A RESULT OF A SERIES  
OF ONGOING WINTER STORMS THAT INITIALLY STRUCK CALIFORNIA AND CONTINUE TO  
SIGNIFICANTLY IMPACT THE PROCLAIMED COUNTIES**

**WHEREAS**, on March 1, 2023 and March 9, 2023, Governor Newsom issued a Proclamation of State of Emergency in response to the winter storms that initially struck California beginning in late February and continue to significantly impact the proclaimed counties; and,

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 which provides that a legislative body subject to the Brown Act may continue to meet without fully complying with the teleconferencing rules in the Brown Act, provided that a State of Emergency is declared by the Governor pursuant to Government Code section 8625, and further requires that certain findings be made by the legislative body every thirty (30) days; and,

**WHEREAS**, the State of Emergency proclaimed by the Governor on March 1, 2023 and March 9, 2023, remains in effect; and,

**WHEREAS**, the Board of Directors for the Pajaro River Watershed Flood Prevention Authority (PRWFPA) is empowered to take actions necessary to protect public, health, welfare and safety within the region; and,

**WHEREAS**, PRWFPA has an important governmental interest in protecting the health, safety, and welfare of those who participate in meetings of PRWFPA's various legislative bodies subject to the Brown Act; and,

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the series of ongoing winter storms that initially struck California beginning in late February and continue to significantly impact the proclaimed counties, as well as additional new counties across California, the PRWFPA Board of Directors deems it necessary to find that meeting in person for meetings of all PRWFPA related legislative bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees, and thus intends to invoke the provisions of AB 361 related to teleconferencing as provided in subdivision (e) of Government Code section 54953; and

**WHEREAS**, all teleconferenced meetings of PRWFPA related legislative bodies shall comply with the requirements to provide the public with access to meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Pajaro River Watershed Flood Prevention Authority does hereby approve as follows:

1. The Board of Directors finds that meeting in person for meetings of all PRWFPA related legislative bodies subject to the Ralph M. Brown Act would present imminent risks to the health or safety of attendees.

2. This finding applies to all PRWFPA related legislative bodies subject to the Brown Act, including but not limited to, the Staff Working Group and any other standing committees.
3. If the Board of Directors desires to continue holding meetings by teleconference consistently with Government Code section 54953(c), it shall make the additional findings required by Government Code section 54953(c)(3).
4. The PRWFPA Executive Coordinator and PRWFPA Counsel are directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

**PASSED AND ADOPTED** this 5th day of May 2023.

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John Baillie, Chair

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Maura F. Twomey, Executive Coordinator

### MEMORANDUM

**TO:** PRWFPA Board of Directors

**FROM:** Maura F. Twomey, Executive Coordinator

**RECOMMENDED BY:** Errol Osteraa, Director of Finance & Administration

**SUBJECT:** Draft Audited Financial Statements for FY 2021-2022

**MEETING DATE:** May 5, 2023

#### RECOMMENDATION:

Receive presentation from Moss, Levy & Hartzheim, LLP, on PRWFPA's Draft Audited Financial Statements for fiscal year (FY) 2021-2022.

#### BACKGROUND/DISCUSSION:

Pursuant to PRWFPA's by-laws, an independent audit firm performs an annual financial audit and an opinion is issued on PRWFPA's financial position as of the year ended June 30. The Draft Audited Financial Statements for FY 2021-2022 are for the period ending June 30, 2022. PRWFPA received an unmodified ("clean") opinion.

The Draft Audited Financial Statements for FY 2021-2022 are comprised of two sections:

#### Financial Section:

This section has the independent auditors' report from Moss, Levy & Hartzheim, LLP; the Management Discussion and Analysis, which is management's overview of PRWFPA's financial position; a description of how the budget is adopted and managed; identification of any major issues and projections for the future; the government-wide and fund financial statements; and notes disclosures of the financial statements.

#### Required Supplementary Information:

This section includes budgetary comparison schedules for the general fund and for each major special revenue fund that has a legally adopted annual budget.

**FINANCIAL IMPACT:**

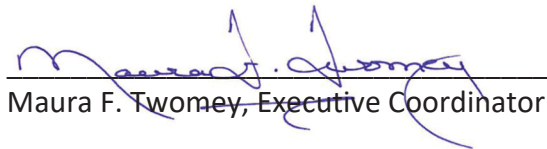
The Management Discussion and Analysis section of the Draft Audited Financial Statements for FY 2021-2022 discloses management's perspective on the financial position of PRWFPA. PRWFPA had a positive net position of \$639,171 representing an increase of \$32,441 over the prior year fiscal year.

**COORDINATION:**

The Association of Monterey Bay Area Governments (AMBAG) staff worked with auditors from Moss, Levy & Hartzheim, LLP prior to, during and subsequent to audit fieldwork to ensure the timely and successful completion of this audit.

**ATTACHMENTS:**

1. Board Communication Letter: FY 2022 GAAS
2. Draft Audited Financial Statements for FY 2021-2022 (separately enclosed)

**APPROVED BY:**  
Maura F. Twomey, Executive Coordinator



ATTACHMENT 1

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Pajaro River Watershed Flood Prevention Authority

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Pajaro River Watershed Flood Prevention Authority, as of and for the fiscal year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Pajaro River Watershed Flood Prevention Authority's basic financial statements, and have issued our report thereon dated January 19, 2023.

**Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Pajaro River Watershed Flood Prevention Authority's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Pajaro River Watershed Flood Prevention Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of Pajaro River Watershed Flood Prevention Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

**Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Pajaro River Watershed Flood Prevention Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Moss, Levy & Hartzheim LLP*

Santa Maria, California  
January 19, 2023

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**DRAFT MINUTES OF THE PROCEEDINGS  
OF THE BOARD OF DIRECTORS OF THE  
PAJARO RIVER WATERSHED FLOOD PREVENTION AUTHORITY**

November 4, 2022

**1. CALL TO ORDER**

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Baillie presiding, convened via Zoom Webinar at 9:00 a.m. on Friday, November 4, 2022.

**2. ROLL CALL**

<b>Members – Board of Directors</b>	<b>Representative</b>	<b>Present</b>	<b>Absent</b>
County of San Benito	Supervisor Kollin Kosmicki	X	
County of Santa Cruz	Supervisor Greg Caput	X	
County of Monterey	Supervisor John Phillips	X	
County of Santa Clara	Supervisor Mike Wasserman	X	
Monterey County Water Resources Agency	Director John Baillie	X	
San Benito County Water District	Director Sonny Flores	X	
Santa Clara Valley Water District	Director John Varela	X	
Zone 7 Flood Control District	Director Nancy Bilicich	X	
City of Gilroy (Associate Member)	Vacant	n/a	n/a
City of Hollister (Associate Member)	Vacant	n/a	n/a
City of Morgan Hill (Associate Member)	Rene Spring		X

**Others Present:** Bob Culbertson; Richard Santos, SCVWD; Lidia Gutierrez, Gutierrez Consultants; Mark Strudley, PRFMA; Antonella Gentile and Rusty Barker, County of Santa Cruz; Michael Franzino, County of Santa Clara; Clint Miller; Jackie McNett-Funk, Will Condon, Maura Twomey, and Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

**3. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

There were no written or oral comments.

**4. ORAL COMMUNICATIONS FROM THE BOARD ON ITEMS NOT ON THE AGENDA**

There were no comments from the Board.

**5. Resolution in Accordance with AB 361 regarding the Ralph M. Brown Act and Finding of Imminent Risk to Health and Safety of In-Person Meetings as a Result of the Continuing COVID-19 Pandemic State of Emergency Declared by Governor Newsom**

Resolution No. 2022-5 was adopted.

**Motion made by Director Wasserman, seconded by Director Bilicich to approve Resolution 2022-5. Motion passed unanimously.**

**6. CONSENT**

**A. Minutes of the September 9, 2022 Board of Directors Meeting**

The minutes of the September 9, 2022 Board of Directors meeting were approved.

**B. Approval of Payment to Gutierrez Consultants**

The invoices for services rendered by Gutierrez Consultants in August 2022 and September 2022 were approved.

**C. Approval of Payment to RAPS, Inc.**

The invoices for services rendered by RAPS, Inc. in August 2022 and September 2022 were approved.

**D. Approval of Payment to ABC Law**

The invoice for services rendered by ABC Law in September 2022 were approved.

**E. Draft 2023 PRWFPA Calendar of Meetings**

The draft 2023 PRWFPA calendar of meetings was approved.

**F. Financial Update Report**

The financial update report was accepted.

**Motion made by Director Varela, seconded by Director Wasserman to approve the consent agenda. Motion passed unanimously.**

**7. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND POSSIBLE ACTION**

None.

**8. PLANNING**

**A. Pajaro River Flood Risk Reduction Project Update**

Mark Strudley, PRFMA Executive Director, gave an update on the Pajaro River Flood Risk Reduction Project and the Pajaro Regional Flood Management Agency.

**9. OTHER BUSINESS**

None.

**10. ADJOURNMENT**

The meeting adjourned at 9:28 a.m.

# DRAFT PRWFPA BOARD OF DIRECTORS MEETING ATTENDANCE & VOTING RECORD

**BOARD MEETING DATE: November 4, 2022**

		Attendance (X= Present; AB= Absent)    Voting (Y= Yes; N=No; A=Abstain)		
MEMBER	PRWFPA REP	Attendance	Item 5	Item 6
County of Monterey	John Phillips	X	Y	Y
County of San Benito	Kollin Kosmicki	X	Y	Y
County of Santa Clara	Mike Wasserman	X	Y	Y
County of Santa Cruz	Greg Caput	X	Y	Y
Monterey County Water Resources Agency	John Baillie	X	Y	Y
San Benito County Water District	Sonny Flores	X	Y	Y
Santa Clara Valley Water District	John Varela	X	Y	Y
Zone 7 Flood Control	Nancy Bilicich	X	Y	Y
<b>Associate Members (Non-Voting Members)</b>				
City of Gilroy (Associate Member)	Vacant	n/a		
City of Hollister (Associate Member)	Vacant	n/a		
City of Morgan Hill (Associate Member)	Rene Spring	AB		

(\* = Board Members that arrived late, therefore, did not vote on the item. Please refer the minutes)

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## Gutierrez Consultants

November 27, 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 October 1, 2022 through October 31, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 13. The invoice is for a total amount of \$1,032.00 and the balance remaining is \$62,582.50.

Sincerely,

Lidia Gutierrez  
Principal

Gutierrez Consultants  
 118 Diablo Ranch Court  
 Danville, CA 94506

# Invoice

<b>Bill To:</b>
Pajaro River Watershed FPA PO Box 2453 Seaside, CA 93955-2453

Date	Invoice No.	Project	Service Period
11/27/22	1733		10/1/22-10/31/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	View San Benito County Planning Commission October 12, 2022 hearing regarding Betabel EIR and Conditional Use Permit; report on matter to Staff Working Group at meeting; participate in October 18, 2022 SWG meeting; review Pajaro River Update Memo for Board of Directors' agenda	4	258.00	1,032.00
			<b>Total</b>	<b>\$1,032.00</b>





## Gutierrez Consultants

December 26, 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 November 1, 2022 through November 30, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 13. The invoice is for a total amount of \$258.00 and the balance remaining is \$62,324.50.

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
12/26/22	1743		11/1/22-11/30/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.8 Public Outreach	Prepare for and participate in November 4, 2022 Board of Directors' meeting	1	258.00	258.00
			Total	\$258.00



## Gutierrez Consultants

January 17, 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 December 1, 2022 through December 31, 2022. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 13. The invoice is for a total amount of \$903.00 and the balance remaining is \$61,421.50.

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
01/09/23	1751		12/1/22-12/31/22

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review Monterey County approved Farmworker Housing development and potential river project impacts	2.5	258.00	645.00
FPA Subtask 3.2 Obtaining Land	Participate in the DWR Multibenefit Land Repurposing Program Webinar for potential funding opportunity	1	258.00	258.00
			Total	\$903.00



## 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

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

April 14, 2023

Ms. Maura Twomey, Executive Director  
Pajaro River Watershed FPA  
Post Office Box 2453  
Seaside, CA 93955-2453

Dear Maura:

Attached is a revised 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 \$838.50 and the balance remaining is \$60,196.00.

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	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	258.00	838.50
REVISED INVOICE			Total	\$838.50





## 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

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

This letter is our billing for services rendered in the period **October 1 through October 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 **May 5, 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	6 hours @ \$ 241.00	\$ 1,446.00
Principal Accountant	14 hours @ \$ 163.00	\$ 2,282.00
Associate Planner	0 hours @ \$ 126.00	\$ -
GIS Coordinator	0 hours @ \$ 193.00	\$ -
Clerk of the Board	6 hours @ \$ 180.00	\$ 1,080.00
Total	<u>26</u> Subtotal	<u>\$ 4,808.00</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: \$ 4,808.00

Sincerely,

Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
October 1 - October 31, 2022

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	6.00	241.00	1,446.00
Subtotal	6.00	241.00	1,446.00
Principal Accountant			
Project 530 Admin	14.00	163.00	2,282.00
Subtotal	14.00	163.00	2,282.00
Associate Planner			
Project 530 Admin	-	126.00	-
Subtotal	-	126.00	-
GIS Coordinator			
Project 530 Admin	-	193.00	-
Subtotal	-	193.00	-
Clerk of the Board			
Project 530 Admin	6.00	180.00	1,080.00
Subtotal	6.00	180.00	1,080.00
Total	26.00		4,808.00

**Tasks Completed:**

**Executive Coordinator**

**Director of Finance & Administration**

Prepared financial statements for November 4, 2022 Board of Director's Meeting. FY21-22 Financial Audit related work.

**GIS Coordinator**

**Principal Accountant**

Prepared financial statements for November 4, 2022 Board of Director's Meeting. FY21-22 Financial Audit related work.

**Associate Planner**

**Clerk of the Board**

Preparation and distribution of the October 18th Staff Working Group agenda; Attendance of the October 18th Staff Working Group meeting; Preparation and distribution of the November 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, 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	\$ -	\$ -
December, 2022	\$ -	\$ -
January, 2023	\$ -	\$ -
February, 2023	\$ -	\$ -
March, 2023	\$ -	\$ -
April, 2023	\$ -	\$ -
May, 2023	\$ -	\$ -
June, 2023	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 8,313.00</b>	<b>\$ 36,687.00</b>
Balance Available		<u>\$ 36,687.00</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, 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, June 4, 2021, **and June 3, 2022.**

This letter is our billing for services rendered in the period **November 1 through November 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 **May 5, 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	0 hours @	\$ 193.00	\$ -
Clerk of the Board	9.5 hours @	\$ 180.00	\$ 1,710.00
Total	<u>11.5</u>	Subtotal	<u>\$ 2,262.00</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: \$ 2,262.00

Sincerely,

Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
November 1 - November 30, 2022

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	2.00	276.00	552.00
Subtotal	2.00	276.00	552.00
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	-	193.00	-
Subtotal	-	193.00	-
Clerk of the Board			
Project 530 Admin	9.50	180.00	1,710.00
Subtotal	9.50	180.00	1,710.00
Total	11.50		2,262.00

**Tasks Completed:**

**Executive Coordinator**

Attendance of the November 4, 2022 Board of Directors meeting; Preparation of the November 15, 2022 Staff Working Group agenda.

**Director of Finance & Administration**

**GIS Coordinator**

**Principal Accountant**

**Associate Planner**

**Clerk of the Board**

Order and mail plaques for Supervisor Wasserman & Phillips; Attendance of the November 4, 2022 Board of Directors meeting & follow-up; Travel to Salinas for Director Baillie's signature; Preparation and distribution of the November 15th Staff Working Group agenda; Cancellation of the November 15th Staff Working Group

## 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, 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	\$ -	\$ -
January, 2023	\$ -	\$ -
February, 2023	\$ -	\$ -
March, 2023	\$ -	\$ -
April, 2023	\$ -	\$ -
May, 2023	\$ -	\$ -
June, 2023	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 10,575.00</b>	<b>\$ 34,425.00</b>
Balance Available		<u>\$ 34,425.00</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

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 **May 5, 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>\$</u>	<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	1.00	276.00	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	-	193.00	-
Subtotal	-	193.00	-
Senior Executive Assistant			
Project 530 Admin	3.00	180.00	540.00
Subtotal	3.00	180.00	540.00
Total	4.00		816.00

**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.

*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, 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	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 11,391.00</b>	<b>\$ 33,609.00</b>
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 **May 5, 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>	Subtotal	<u>\$</u>	<u>1,285.00</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: \$ 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	2.00	276.00	552.00
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	3.00	180.00	540.00
Subtotal	3.00	180.00	540.00
Total	6.00		1,285.00

**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.

*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, 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	\$ -	\$ -
April, 2023	\$ -	\$ -
May, 2023	\$ -	\$ -
June, 2023	\$ -	\$ -
Subtotal	<u>\$ 12,676.00</u>	<u>\$ 32,324.00</u>
Balance Available		<u>\$ 32,324.00</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

March 31, 2023

Board of Director  
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Services Dated July 1, 2000, and amended July 6, 2001, August 9, 2002, July 11, 2004, 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 based on the official time records under Work Element No. 53.

This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on **May 5, 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.

### 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>	Subtotal	<u>\$ 1,183.00</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 \$ 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.

*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, 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	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 13,859.00</b>	<b>\$ 31,141.00</b>
Balance Available		<u>\$ 31,141.00</u>

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# Atchison Barisone & Condotti

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

January 18, 2023

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 34128, which covers services from 12/1/2022 to 12/31/2022. This invoice, dated 1/18/2023, is for \$1209.40. Your total balance, including past charges, is \$1344.40. Prompt payment of your total balance is appreciated.

## Billing Summary

Total for services rendered	\$1,209.40
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	\$0.00
Total previous balance	\$135.00
<b>Balance Due</b>	<b>\$1,344.40</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

January 18, 2023

Invoice #34128

**Professional Services**

		<u>Hrs/Rate</u>	<u>Amount</u>
<u>General</u>			
12/14/2022	VG Research best Conflict of Interest disclosure categories. Draft and revise PRWFPA COI code for FPPC review. General	2.10 270.00/hr	567.00
	BHC Email exchange with A. Flores re: conflict of interest code. Confer with V.Gray re: revision to agency's conflict of interest code. General	1.00 328.00/hr	328.00
12/15/2022	VG Draft response to PRWFPA re: edits made to Conflict of Interest Code. General	0.80 270.00/hr	216.00
	BHC Prepare further revisions to the conflict of interest code and prepare email to A. Flores explaining revisions to the conflict of interest code. General	0.30 328.00/hr	98.40
SUBTOTAL:		[ 4.20	1,209.40]
<b>For professional services rendered</b>		<b>4.20</b>	<b>\$1,209.40</b>
<b>For professional services rendered</b>		<b>4.20</b>	<b>\$1,209.40</b>
<b>Previous balance</b>			<b>\$135.00</b>
Balance due			\$1,344.40

831 423 8383

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT  
COMMUNICATION

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.

Current	30 Days	60 Days	90 Days	120 Days
1,209.40	135.00	0.00	0.00	0.00

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### MEMORANDUM

**TO:** PRWFPA Board of Directors

**FROM:** Maura F. Twomey, Executive Coordinator

**RECOMMENDED BY:** Errol Osteraa, Director of Finance and Administration

**SUBJECT:** Financial Update Report

**MEETING DATE:** May 5, 2023

#### RECOMMENDATION:

It is recommended that the Board of Directors accept the financial update report.

#### BACKGROUND/DISCUSSION:

Regional Analysis & Planning Services, Inc. (RAPS) provides contract staffing services to the Pajaro River Watershed Flood Prevention Authority (PRWFPA). The contract includes administrative and financial services for the Board as well as the Staff Working Group (SWG). The monthly financial reporting, budget preparation and audit assistance fall within RAPS, Inc. duties. The Board packet includes the year-to-date financial reports through March 31, 2023, as well as a budget-to-actual comparison for fiscal year (FY) 2022-2023. Amounts in the financial update report are unaudited.

The Balance Sheet reflects a cash balance of \$708,469.92. There were no accounts receivables outstanding as of March 31, 2023. The current liabilities balance is \$17,972.45. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2022 through March 31, 2023, PRWFPA incurred routine operational expenditures for contractual services. The services provided are summarized as follows:

- RAPS, Inc.: Staff Working Group (SWG) preparation and Board of Director's agenda preparation and meeting attendance. Website maintenance and update. Accounting and Audit related work.
- Gutierrez Consultants: Work associated with Soap Lake Project, Gonzales sale, audit review, and SWG meeting preparation and attendance.

- Atchinson Barisone & Condotti: Legal services consisting of consultant contract extensions and services regarding conflict-of-interest code, and audit review.
- Planeteria Media: Maintain and update website.

Expenses for the period of July 1, 2022 through March 31, 2023 totaled \$30,178.95, which included professional services and other expenses.

PRWFPA's Profit and Loss Statement reflects an excess of revenue over expense of \$51,326.57 for the period July 1, 2022 through March 31, 2023.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For  
Period July 1, 2022 Through March 31, 2023**

<b>Expense</b>	<b>Budget March 2023</b>	<b>Actual March 2023</b>	<b>Difference</b>
Professional Services	\$ 98,081.00	\$ 28,378.40	\$ 69,702.60
Insurance	\$ 1,050.00	\$ 1,080.00	\$ (30.00)
Supplies	\$ 2,985.00	\$ 683.55	\$ 2,301.45
Travel	\$ 6,375.00	\$ 37.00	\$ 6,338.00
Total	<u>\$ 108,491.00</u>	<u>\$ 30,178.95</u>	<u>\$ 78,312.05</u>
<b>Revenue</b>			
State/Local Revenue *	\$ 60,375.00	\$ 81,505.52	\$ 21,130.52
* State/Local Revenue does not include \$64,155.00 which will be used from reserves			

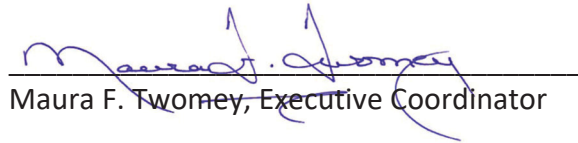
Professional Services are under budget primarily due to the timing of work provided by contractual obligation. Revenues are primarily member dues and are received at the start of the year.

The budget reflects a linear programming of funds while actual work and related expenses are contingent on variety of factors. As a result, there will be fluctuations from budget-to-actual during the fiscal year.



**ATTACHMENTS:**

1. Balance Sheet as of March 31, 2023
2. Profit and Loss Statement: July 1, 2022 through March 31, 2023
3. Accounts Payable Aging Detail as of March 31, 2023

**APPROVED BY:**

---

Maura F. Twomey, Executive Coordinator

**Pajaro River Watershed Flood Prevention Authority**

**Balance Sheet**

**Attachment 1**

**As of March 31, 2023**

	<u>March 31, 2023</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Cash and Cash Equivalents</b>	
Cash in Bank Checking	568,078.30
LAIF Account	<u>140,391.62</u>
<b>Total Cash and Cash Equivalents</b>	<u>\$ 708,469.92</u>
<b>Accounts Receivable</b>	
Accounts Receivable	<u>-</u>
<b>Total Accounts Receivable</b>	<u>\$ -</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 708,469.92</u></u>
<b>LIABILITIES &amp; FUND BALANCE</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	<u>17,972.45</u>
<b>Total Current Liabilities</b>	<u>\$ 17,972.45</u>
<b>Total Liabilities</b>	<u>\$ 17,972.45</u>
<b>Fund Balance - Unrestricted</b>	
Fund Balance - Beginning of Fiscal Year	639,170.90
Net Income/(Loss)	<u>51,326.57</u>
<b>Total Fund Balance - Unrestricted</b>	<u>690,497.47</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<u><u>708,469.92</u></u>

**Pajaro River Watershed Flood Prevention Authority**  
**Profit & Loss**  
**Attachment 2**  
 July 1, 2022 through March 31, 2023

	July 1, 2022 - March 31, 2023	July 1, 2022 - March 31, 2023
Income		
Interest		1,505.52
Member Dues		80,000.00
Total Income		<u>\$ 81,505.52</u>
Expense		
Audit Expense		2,000.00
Gutierrez Consultants		10,191.00
Regional Analysis & Planning Services, Inc. (RAPS)		13,859.00
Insurance		1,080.00
Legal Services		2,328.40
Other Expense		
Web Hosting/Maintenance Costs	492.00	
Postage/Supplies	191.55	
Travel	37.00	
Total Other Expense		<u>720.55</u>
Total Expense		<u>\$ 30,178.95</u>
Net Income/(Loss)		<u><u>\$ 51,326.57</u></u>

**Pajaro River Watershed Flood Prevention Authority**  
**A/P Aging Detail**  
**Attachment 3**  
**As of March 31, 2023**

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Due Date</b>	<b>Open Balance</b>
12/31/2022	1751	Gutierrez Consultants	03/31/2023	903.00
03/31/2023	20307	AMBAG	03/31/2023	40.00
01/31/2023	1130	Regional Analysis & Planning Services	04/01/2023	816.00
02/28/2023	1134	Regional Analysis & Planning Services	04/29/2023	1,285.00
01/31/2023	1760	Gutierrez Consultants	05/01/2023	387.00
02/28/2023	1765	Gutierrez Consultants	05/29/2023	838.50
03/31/2023	1137	Regional Analysis & Planning Services	05/30/2023	1,183.00
03/31/2023	1770	Gutierrez Consultants	06/29/2023	387.00
12/31/2022	34128	Atchison Barisone & Condotti	01/31/2023	1,209.40
01/31/2023	20167	AMBAG	01/31/2023	40.00
11/30/2022	1743	Gutierrez Consultants	02/28/2023	258.00
02/28/2023	20230	AMBAG	02/28/2023	40.00
12/31/2022	20065	AMBAG	12/31/2022	40.00
10/31/2022	1733	Gutierrez Consultants	01/29/2023	1,032.00
11/30/2022	1128	Regional Analysis & Planning Services	01/29/2023	2,262.00
10/27/2022	78342	AMBAG	10/27/2022	102.70
10/31/2022	19919	AMBAG	10/31/2022	40.00
11/02/2022	7-950-56165	AMBAG	11/02/2022	88.85
11/07/2022	070722 - AF	AMBAG	11/07/2022	37.00
10/31/2022	33638	Moss, Levy & Hartzheim	11/30/2022	2,000.00
11/30/2022	19980	AMBAG	11/30/2022	40.00
10/31/2022	1127	Regional Analysis & Planning Services	12/30/2022	4,808.00
11/30/2022	34104	Atchison Barisone & Condotti	12/30/2022	135.00
<b>Total</b>				<b><u>\$17,972.45</u></b>

The 2023 PRWFPA Board of Directors meeting locations are subject to change and may be held remotely in light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with AB 361.

### **2023 PRWFPA Meeting Calendar**

**June 2, 2023:**

**TBD**

Meeting Time: 9 am

**September 8 2023:**

**TBD**

Meeting Time: 9 am

**November 3, 2023:**

**TBD**

Meeting Time: 9 am

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PRWFPA Acronym Guide	
ABC Law	Atchison Barisone & Condotti
AEP	Annual Exceedance Probability
AFB	Alternate Formulation Briefing
ASA-CW	Assistant Secretary of the Army, Civil Works
cfs	Cubic feet per second
CEQA	California Environmental Quality Act
DWR	Department of Water Resources
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
EPA	Environmental Protection Agency
ESA	Environmental Science Associates
FCSA	Federal Cost Sharing Agreement
FEIS	Final Environmental Impact Statement
FRM	Flood Risk Management
FRRP	Flood Risk Reduction Project
FY	Fiscal Year
FFY	Federal Fiscal Year
GRR	General Reevaluation Report
LPP	Locally Preferred Plan
LRP	Locally Requested Plan
MCWRA	Monterey County Water Resources Agency
NED	National Economic Development
NFS	Non-Federal Sponsors
NEPA	National Environmental Policy Act
OMB	Office of Management & Budget
OSA	Santa Clara County Open Space Authority
PED	Preconstruction Engineering and Design
PDT	Project Delivery Team

PRWFPA	Pajaro River Watershed Flood Prevention Authority
RAPS, Inc.	Regional Analysis Planning Services, Inc.
RWQCB	Regional Water Quality Control Board
SBCWD	San Benito County Water District
SCVWD	Santa Clara Valley Water District
SF	San Francisco
SMART Planning	Specific, Measurable, Attainable, Risk Informed, Timely Planning
SWG	Staff Working Group
SWRCB	State Water Resources Control Board
TNC	The Nature Conservancy
TSP	Tentatively Selected Plan
USACE	U.S. Army Corps of Engineers
WRDA	Water Resources Development Act