

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: April 5, 2024

TIME: 9:00 AM

LOCATION: Zoom Webinar

Please click the link below to join the meeting:

<https://us06web.zoom.us/j/88146280105?pwd=DEfCFDyg-VrdwMYNPXc2iHOa4LE7bQ.6aMHjmnYAYsJfw1W>

Or Telephone:

Dial: +16694449171

Webinar ID: 881 4628 0105

Passcode: 922303

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 by 5:00 PM, Thursday, April 4, 2024. The subject line should read “Public Comment for the April 5, 2024 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 or at 831-883-3750.

PRWFPA Board Member(s) Meeting Remotely:

Sylvia Arenas:	70 West Hedding Street, 10th Floor, San Jose, CA 95110	408-299-5010
John Baillie:	346 W. Market Street, Salinas, CA 93901	831-998-8511
Nancy Bilicich:	1230 J Street, Sacramento, CA 95814	916-447-1701
Glenn Church:	11140 Speegle St., Castroville, CA 95012	831-755-5022
Sonny Flores:	30 Mansfield Rd., Hollister, CA 95023	831-637-8218
Felipe Hernandez:	701 Ocean St., Room 500, Santa Cruz, CA 95060	831-454-2200
Richard Santos:	3580 Sierra Road, San Jose, CA 95132	408-630-2277

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
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. **PRESENTATIONS**

A. Audited Financial Statements for FY 2022-2023

Recommended Action: INFORMATION

- **Diane Eidam, Retired Annuitant**

Receive a presentation from Alexander Hom, CPA from Moss, Levy & Hartzheim, LLP, on the PRWFPA's Audited Financial Statements for FY 2022-2023. (separately enclosed). (Page 5)

7. ELECTION OF OFFICERS

Recommended Action: APPOINT

- **Chair Baillie**

Receive a report from Chair Baillie.

8. 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 3, 2023 Board of Directors Meeting

- **Ana Flores, RAPS, Inc.**

Approve the minutes of the November 3, 2023 Board of Directors meeting. (Page 9)

B. Approval of Payment to Gutierrez Consultants

- **Lidia Gutierrez, Gutierrez Consultants**

Approve the October 2023 through January 2024 invoices for services rendered by Gutierrez Consultants. (Page 13)

C. Approval of Payment to RAPS, Inc.

- **Maura Twomey, RAPS, Inc.**

Approve the October 2023 through February 2024 invoices for services rendered by RAPS, Inc. (Page 17)

D. Approval of Payment to ABC Law

- Maura Twomey, RAPS, Inc.

Approve the October 2023 invoice for services rendered by ABC Law. (Page 29)

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 31)

9. ITEMS REMOVED FROM CONSENT CALENDAR FOR DISCUSSION AND POSSIBLE ACTION

10. PLANNING

A. Pajaro River Flood Risk Reduction Project Update

Recommended Action: INFORMATION

- Dr. Mark Strudley, PRFMA Executive Director

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

11. OTHER BUSINESS

12. ADJOURN

REFERENCE ITEMS:

- A. 2024 Calendar of Meetings (Page 39)
- B. Acronym Guide (Page 41)

NEXT BOARD OF DIRECTORS MEETING:

Date: June 7, 2024
Location: Zoom Webinar
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, at least 48 hours prior to the meeting date.

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MEMORANDUM

TO: PRWFPA Board of Directors

FROM: Maura F. Twomey, Executive Coordinator

RECOMMENDED BY: Errol Osteraa, Director of Finance & Administration

SUBJECT: Audited Financial Statements for FY 2022-2023

MEETING DATE: April 5, 2024

RECOMMENDATION:

Receive presentation from Moss, Levy & Hartzheim, LLP, on PRWFPA's Audited Financial Statements for fiscal year (FY) 2022-2023.

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 Audited Financial Statements for FY 2022-2023 are for the period ending June 30, 2023. PRWFPA received an unmodified ("clean") opinion.

The Audited Financial Statements for FY 2022-2023 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:

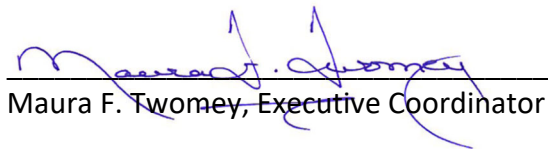
The Management Discussion and Analysis section of the Audited Financial Statements for FY 2022-2023 discloses management's perspective on the financial position of PRWFPA. PRWFPA had a positive net position of \$677,100 representing an increase of \$37,929 over the prior year fiscal year.

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 2023 GAAS
2. Audited Financial Statements for FY 2022-2023 (separately enclosed)

APPROVED BY:

Maura F. Twomey, Executive Coordinator



Moss, Levy & Hartzheim LLP

Certified Public Accountants

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, 2023, 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 25, 2024.

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 25, 2024

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

November 3, 2023

1. CALL TO ORDER

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Baillie presiding, convened via Zoom Webinar at 9:02 a.m. on Friday, November 3, 2023.

2. PLEDGE OF ALLEGIANCE

Director Baillie led the Pledge of Allegiance.

3. ROLL CALL

Members – Board of Directors	Representative	Present	Absent
County of San Benito	Supervisor Kollin Kosmicki		X
County of Santa Cruz	Supervisor Felipe Hernandez	X	
County of Monterey	Supervisor Glenn Church	X	
County of Santa Clara	Supervisor Sylvia Arenas		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: Richard Santos, SCVWD; Lidia Gutierrez, Gutierrez Consultants; Dr. Mark Strudley and Rusty Barker, PRFMA; Mark Foxworthy, County of Monterey; Bhavani Yerrapotu, Valley Water; Antonella Gentile, County of Santa Cruz; Gina Schmidt, Eilzabeth Lippa, Maura Twomey, and Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

4. ORAL COMMUNICATIONS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

There were no written or oral comments.

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

There were no comments from the Board.

6. CONSENT

A. Minutes of the June 2, 2023 Board of Directors Meeting

The minutes of the June 2, 2023 Board of Directors meeting were approved.

B. Minutes of the October 2, 2023 Board of Directors Meeting

The minutes of the October 2, 2023 Board of Directors meeting were approved.

C. Approval of Payment to Gutierrez Consultants

The invoices for services rendered by Gutierrez Consultants from April 2023 through September 2023 were approved.

D. Approval of Payment to RAPS, Inc.

The invoices for services rendered by RAPS, Inc. in May 2023, June 2023, and September 2023 were approved.

E. Approval of Payment to ABC Law

The invoices for services rendered by ABC Law from May 2023 through September 2023 were approved.

F. Draft 2024 Calendar of Meeting

The 2024 Calendar of Meetings was approved.

G. Financial Update Report

The financial update report was accepted.

Motion made by Director Varela, seconded by Director Bilicich 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

Dr. Strudley gave an update on the Pajaro River Flood Risk Reduction Project.

9. OTHER BUSINESS

None.

10. ADJOURNMENT

The meeting adjourned at 9:19 a.m.

**DRAFT PRWFPA BOARD OF DIRECTORS MEETING ATTENDANCE &
VOTING RECORD**

BOARD MEETING DATE: November 3, 2023

Attendance (X= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)			
MEMBER	PRWFPA REP	Attendance	Item 6
County of Monterey	Glenn Church	X	Y
County of San Benito	Kollin Kosmicki	AB	n/a
County of Santa Clara	Sylvia Arenas	AB	n/a
County of Santa Cruz	Felipe Hernandez	X	Y
Monterey County Water Resources Agency	John Baillie	X	Y
San Benito County Water District	Sonny Flores	X	Y
Santa Clara Valley Water District	John Varela	X	Y
Zone 7 Flood Control	Nancy Bilicich	X	Y
Associate Members (Non-Voting Members)			
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

January 12, 2024

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, 2023 through December 31, 2023. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 14. The invoice is for a total amount of \$1,401.75 and the balance remaining is \$61,656.25.

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
12/12/23	1833		10/1/23-12/31/23

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Review flood damages claim; prepare for and participate in October 2, 2023 FPA Board of Directors meeting; prepare for and participate in October 17, 2023 SWG meeting; prepare for and participate in November 3, 2023 FPA Board of Directors meeting; review Montes property documents; prepare for and participate in call with staff regarding Montess property transfer of easement request; review request for transfer of easement documents	5.25	267.00	1,401.75
			Total	\$1,401.75



Gutierrez Consultants

March 8, 2024

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, 2024 through January 31, 2024. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 14. The invoice is for a total amount of \$1,201.50 and the balance remaining is \$60,454.75.

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.	P.O. Number	Service Period
03/08/24	1851		1/1/24-1/31/24

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Coordination with Caltrans regarding watershed mapping; prepare for and participate in January 16, 2024 Staff Working Group meeting; review City of Hollister Clearinghouse CEQA notification and research proposed housing development and potential floodplain; review Hollister proposed housing map; general project management and invoicing	4.5	267.00	1,201.50
			Total	\$1,201.50

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

October 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, June 3, 2022 **and June 10, 2023.**

This letter is our billing for services rendered in the period **October 1 through October 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 5, 2024**

The services included work under items 1 through 9 of Exhibit A of the referenced contract. The following

Work Element 530 - Agency Administration

Executive Coordinator	3 hours @ \$ 276.00	\$ 828.00
Director of Finance & Administration	0 hours @ \$ 241.00	\$ -
Principal Accountant	6 hours @ \$ 163.00	\$ 978.00
Associate Planner	0 hours @ \$ 126.00	\$ -
GIS Coordinator	0 hours @ \$ 193.00	\$ -
Clerk of the Board	13 hours @ \$ 180.00	\$ 2,340.00
Total	<u>22</u>	<u>\$ 4,146.00</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, 6/3/2022 and 6/10/2023.

Total now due: \$ 4,146.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
October 1 - October 31, 2023

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	3.00	276.00	828.00
Subtotal	3.00	276.00	828.00
Director of Finance & Administration			
Project 530 Admin	-	241.00	-
Subtotal	-	241.00	-
Principal Accountant			
Project 530 Admin	6.00	163.00	978.00
Subtotal	6.00	163.00	978.00
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	13.00	180.00	2,340.00
Subtotal	13.00	180.00	2,340.00
Total	22.00		4,146.00

Tasks Completed:

Executive Coordinator

PRWFPA Board of Directors October 2, 2023 meeting attendance; Follow-up for Willoughby Farms, Inc. claim against the PRWFPA; SWG agenda preparation; SWG October 17, 2023 meeting attendance; PRWFPA November 3, 2023

Director of Finance & Administration

GIS Coordinator

Principal Accountant

Prepared financial statements for November 3, 2023 Board of Director's Meeting. FY 22-23 Financial Audit related work.

Associate Planner

Clerk of the Board

PRWFPA Board of Directors October 2, 2023 meeting preparation & attendance; Follow-up for Willoughby Farms, Inc. claim against the PRWFPA; Travel to Salinas to for Chair's signature; SWG agenda preparation & distribution; SWG October 17, 2023 meeting attendance; PRWFPA November 3, 2023 agenda preparation & distribution.

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	<u>WE 530 Admin</u>	<u>Remaining</u>
Budget*	\$ 45,000.00	\$ 45,000.00
Amount Spent:		
July, 2023	\$ -	\$ 45,000.00
August, 2023	\$ -	\$ 45,000.00
September, 2023	\$ 1,998.00	\$ 43,002.00
October, 2023	\$ 4,146.00	\$ 38,856.00
November, 2023	\$ -	\$ -
December, 2023	\$ -	\$ -
January, 2024	\$ -	\$ -
February, 2024	\$ -	\$ -
March, 2024	\$ -	\$ -
April, 2024	\$ -	\$ -
May, 2024	\$ -	\$ -
June, 2024	\$ -	\$ -
Subtotal	\$ 6,144.00	\$ 38,856.00
Balance Available		<u>\$ 38,856.00</u>

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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PO Box 2453
Seaside, CA 93955-2453

(831) 883-3750
(831) 883-3755

November 30, 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, June 3, 2022 **and June 10, 2023.**

This letter is our billing for services rendered in the period **November 1 through November 30, 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 5, 2024.**

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	9 hours @ \$ 163.00	\$ 1,467.00
Associate Planner	0 hours @ \$ 126.00	\$ -
GIS Coordinator	0 hours @ \$ 193.00	\$ -
Clerk of the Board	6.5 hours @ \$ 180.00	\$ 1,170.00
Total	<u>17.5</u>	<u>\$ 3,189.00</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, 6/3/2022 and 6/10/2023.

Total now due: \$ 3,189.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
November 1 - November 30, 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	9.00	163.00	1,467.00
Subtotal	<u>9.00</u>	<u>163.00</u>	<u>1,467.00</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>
Clerk of the Board			
Project 530 Admin	6.50	180.00	1,170.00
Subtotal	<u>6.50</u>	<u>180.00</u>	<u>1,170.00</u>
Total	<u>17.50</u>		<u>3,189.00</u>

Tasks Completed:

Executive Coordinator

Meeting with Chair to discuss the November 3, 2023 PRWFPA Board of Directors agenda; Attendance of the November 3, 2023 PRWFPA Board of Directors meeting.

Director of Finance & Administration

GIS Coordinator

Principal Accountant

FY 22-23 Financial Audit related work.

Associate Planner

Clerk of the Board

Preparation & attendance of the November 3, 2023 PRWFPA Board of Directors meeting; Follow-up to the November 3, 2023 Board of Directors meeting; Travel to Salinas for Chair's signature.

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, 2023	\$ -	\$ 45,000.00
August, 2023	\$ -	\$ 45,000.00
September, 2023	\$ 1,998.00	\$ 43,002.00
October, 2023	\$ 4,146.00	\$ 38,856.00
November, 2023	\$ 3,189.00	\$ 35,667.00
December, 2023	\$ -	\$ -
January, 2024	\$ -	\$ -
February, 2024	\$ -	\$ -
March, 2024	\$ -	\$ -
April, 2024	\$ -	\$ -
May, 2024	\$ -	\$ -
June, 2024	\$ -	\$ -
Subtotal	\$ 9,333.00	\$ 35,667.00
Balance Available		<u>\$ 35,667.00</u>

REGIONAL ANALYSIS PLANNING SERVICES, INC.

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PO Box 2453
Seaside, CA 93955-2453

(831)883-3750
(831)883-3755

January 31, 2024

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Service 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, 2019, June 5, 2020, June 4, 2021, June 3, 2022 **and June 10, 2023.**

This letter is our billing for services rendered in the period **January 1 through January 31, 2024.** The services included work under items 1 through 9 of the 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 5, 2024.**

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	1 hours @	\$ 241.00	\$ 241.00
Principal Accountant	3 hours @	\$ 163.00	\$ 489.00
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>11</u>	Subtotal	<u>\$ 2,086.00</u>

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 6/7/2019, 6/5/2020, 6/4/2021, 6/3/2022, and 6/10/2023.

Total now due: \$ 2,086.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
January 1 - January 31, 2024

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	1.00	241.00	241.00
Subtotal	1.00	241.00	241.00
Princial Accountant			
Project 530 Admin	3.00	163.00	489.00
Subtotal	3.00	163.00	489.00
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	11.00		2,086.00

Tasks Completed:

Executive Coordinator

Coordination and preparation of the January 16, 2024 Staff Working Group agenda; Attendance of the January 16, 2024 Staff Working Group meeting; Coordination and preparation of the February 2, 2024 PRWFPA Board of Directors agenda

Director of Finance Administration

Reviewed financial statements for February 2, 2024 Board of Director's Meeting. FY 22-23 Financial Audit related work

Principal Accountant

Prepared financial statements for February 2, 2024 Board of Director's Meeting. FY 22-23 Financial Audit related work

GIS Coordinator

Associate Planner

Clerk of the Board

Preparation and distribution of the January 16, 2024 Staff Working Group agenda; Attendance of the January 16, 2024 Staff Working Group Meeting; Preparation and distribution of the February 2, 2024 PRWFPA Board of Directors agenda; Cancellation of the February 2, 2024 PRWFPA 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, 2023	\$ -	\$ 45,000.00
August, 2023	\$ -	\$ 45,000.00
September, 2023	\$ 1,998.00	\$ 43,002.00
October, 2023	\$ 4,146.00	\$ 38,856.00
November, 2023	\$ 3,189.00	\$ 35,667.00
December, 2023	\$ -	\$ 35,667.00
January, 2024	\$ 2,086.00	\$ 33,581.00
February, 2024	\$	\$
March, 2024	\$	\$
April, 2024	\$	\$
May, 2024	\$	\$
June, 2024	\$	\$
Subtotal	\$ 11,419.00	\$ 33,581.00
Balance Available		<u>\$ 33,581.00</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 29, 2024

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Service 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, 2019, June 5, 2020, June 4, 2021, June 3, 2022 **and June 10, 2023.**

This letter is our billing for services rendered in the period **February 1 through February 29, 2024.** The services included work under items 1 through 9 of the 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 5, 2024.**

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	1 hours @ \$ 241.00	\$ 241.00
Principal Accountant	5 hours @ \$ 163.00	\$ 815.00
Associate Planner	0 hours @ \$ 126.00	\$ -
GIS Coordinator	0 hours @ \$ 193.00	\$ -
Clerk of the Board	0 hours @ \$ 180.00	\$ -
Total	<u>6</u>	<u>\$ 1,056.00</u>
	Subtotal	

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 6/7/2019, 6/5/2020, 6/4/2021, 6/3/2022, and 6/10/2023.

Total now due: \$ 1,056.00

Sincerely,

Maura F. Twomey
Executive Coordinator

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

Invoice for PRWFPA
February 1 - February 29, 2024

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	1.00	241.00	241.00
Subtotal	1.00	241.00	241.00
Princial Accountant			
Project 530 Admin	5.00	163.00	815.00
Subtotal	5.00	163.00	815.00
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	-	180.00	-
Subtotal	-	180.00	-
Total	6.00		1,056.00

Tasks Completed:

Executive Coordinator

Director of Finance Administration

FY 22-23 Financial Audit related work

Principal Accountant

FY 22-23 Financial Audit related work

GIS Coordinator

Associate Planner

Clerk of the Board

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, 2023	\$ -	\$ 45,000.00
August, 2023	\$ -	\$ 45,000.00
September, 2023	\$ 1,998.00	\$ 43,002.00
October, 2023	\$ 4,146.00	\$ 38,856.00
November, 2023	\$ 3,189.00	\$ 35,667.00
December, 2023	\$ -	\$ 35,667.00
January, 2024	\$ 2,086.00	\$ 33,581.00
February, 2024	\$ 1,056.00	\$ 32,525.00
March, 2024	\$	\$
April, 2024	\$	\$
May, 2024	\$	\$
June, 2024	\$	\$
Subtotal	\$ 12,475.00	\$ 32,525.00
Balance Available		<u>\$ 32,525.00</u>

Atchison Barisone & Condotti

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

November 16, 2023

Pajaro River Watershed Flood
Prevention Authority
Attn: Maura Twomey
PO Box 2453
Seaside, CA 93955-2453

Re:

Dear Pajaro River Watershed Flood
Prevention Authority,

Enclosed is invoice 34370, which covers services from 10/1/2023 to 10/31/2023. This invoice, dated 11/16/2023, is for \$309.10. Your total balance, including past charges, is \$2161.60. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	\$309.10
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	\$0.00
Total previous balance	\$1,852.50
Balance Due	\$2,161.60

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: Maura Twomey
PO Box 2453
Seaside, CA 93955-2453

November 16, 2023

Invoice #34370

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
	<u>General</u>		
10/2/2023	VT Prepared for and attended Board meeting to reject claim. Email exchange with M.Twomey regarding notification to claimants regarding rejection of claim, including drafting of rejection letter. General	1.10 281.00/hr	309.10
SUBTOTAL:		[1.10	309.10]
For professional services rendered		1.10	\$309.10
For professional services rendered		1.10	\$309.10
Previous balance			\$1,852.50
Balance due			<u>\$2,161.60</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.

Current	30 Days	60 Days	90 Days	120 Days
309.10	1,786.90	0.00	0.00	65.60

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: April 5, 2024

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.'s duties. The Board packet includes the year-to-date financial reports through February 29, 2024, as well as a budget-to-actual comparison for fiscal year (FY) 2023-2024. Amounts in the financial update report are unaudited.

The Balance Sheet reflects a cash balance of \$749,050.28. There were no accounts receivables outstanding as of February 29, 2024. The current liabilities balance is \$23,322.91. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2023, through February 29, 2024, 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.
- Gutierrez Consultants: Work associated with Soap Lake Project, Gonzales sale, Willoughby Claim, and SWG meeting preparation and attendance.

- Atchinson Barisone & Condotti: Legal services consisting of consultant contract extensions and services regarding Willoughby claim.
- Planeteria Media: Maintain and update website.

Expenses for the period of July 1, 2023, through February 29, 2024 totaled \$35,249.81, which included professional services and other expenses.

PRWFPA’s Profit and Loss Statement reflects an excess of revenue over expense of \$48,628.16 for the period July 1, 2023, through February 29, 2024.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For
Period July 1, 2023 Through February 29, 2024**

Expense	Budget February 2024	Actual February 2024	Difference
Professional Services	\$ 87,320.00	\$ 33,841.25	\$ 53,478.75
Insurance	\$ 933.00	\$ 1,080.00	\$ (147.00)
Supplies	\$ 2,653.00	\$ 328.56	\$ 2,324.44
Travel	\$ 5,667.00	\$ -	\$ 5,667.00
Total	\$ 96,573.00	\$ 35,249.81	\$ 61,323.19
Revenue			
State/Local Revenue *	\$ 55,000.00	\$ 83,877.97	\$ 28,877.97
* State/Local Revenue does not include \$62,360.00 which will be used from reserves as needed			

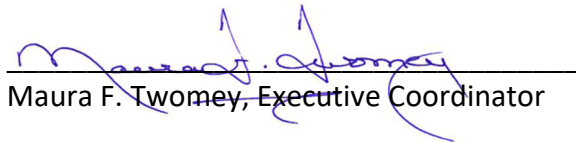
Professional Services are under budget primarily due to the timing of work provided by contractual obligation. Revenues are primarily member dues and are received at the start of the year.

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

ATTACHMENTS:

1. Balance Sheet as of February 29, 2024
2. Profit and Loss Statement: July 1, 2023, through February 29, 2024
3. Accounts Payable Aging Detail as of February 29, 2024
4. Check Register: October 1, 2023, through February 29, 2024

APPROVED BY:



Maura F. Twomey, Executive Coordinator

Pajaro River Watershed Flood Prevention Authority

Attachment 1

Balance Sheet

As of February 29, 2024

	<u>February 29, 2024</u>
ASSETS	
Current Assets	
Cash and Cash Equivalents	
Cash in Bank Checking	603,874.26
LAIF Account	145,176.02
Total Cash and Cash Equivalents	<u>\$ 749,050.28</u>
Accounts Receivable	
Accounts Receivable	-
Total Accounts Receivable	<u>\$ -</u>
TOTAL ASSETS	<u><u>\$ 749,050.28</u></u>
LIABILITIES & FUND BALANCE	
Liabilities	
Current Liabilities	
Accounts Payable	23,322.91
Total Current Liabilities	<u>\$ 23,322.91</u>
Total Liabilities	<u>\$ 23,322.91</u>
Fund Balance - Unrestricted	
Fund Balance - Beginning of Fiscal Year	677,099.21
Net Income/(Loss)	48,628.16
Total Fund Balance - Unrestricted	<u>725,727.37</u>
TOTAL LIABILITIES & FUND BALANCE	<u><u>749,050.28</u></u>

Unaudited

Pajaro River Watershed Flood Prevention Authority
Attachment 2
Profit Loss

July 1, 2023 through February 29, 2024
July 1, 2023 - February 29, 2024

July 1, 2023 - February 29, 2024

	July 1, 2023 - February 29, 2024	July 1, 2023 - February 29, 2024
Income		
Interest		3,877.97
Member Dues		80,000.00
Total Income		<u>\$ 83,877.97</u>
Expense		
Audit Expense		9,725.00
Gutierrez Consultants		9,545.25
Regional Analysis & Planning Services, Inc. (RAPS)		12,475.00
Insurance		1,080.00
Legal Services		2,096.00
Other Expense		
Web Hosting/Maintenance Costs	320.00	
Postage/Supplies	8.56	
Total Other Expense		<u>328.56</u>
Total Expense		<u>\$ 35,249.81</u>
Net Income/(Loss)		<u><u>\$ 48,628.16</u></u>

Pajaro River Watershed Flood Prevention Authority

Attachment 3

A/P Aging Detail

As of February 29, 2024

Date	Num	Name	Due Date	Open Balance
02/29/2024	21237	AMBAG	02/29/2024	40.00
02/12/2024	33949	Moss, Levy & Hartzheim	03/13/2024	3,775.00
12/31/2023	1833	Gutierrez Consultants	03/30/2024	1,401.75
01/31/2024	1151	Regional Analysis & Planning Services	03/31/2024	2,086.00
02/29/2024	1152	Regional Analysis & Planning Services	04/29/2024	1,056.00
01/31/2024	1851	Gutierrez Consultants	04/30/2024	1,201.50
01/31/2024	21173	AMBAG	01/31/2024	40.00
12/31/2023	21089	AMBAG	12/31/2023	40.00
11/30/2023	1149	Regional Analysis & Planning Services	01/29/2024	3,189.00
10/31/2023	1147	Regional Analysis & Planning Services	12/30/2023	4,146.00
11/30/2023	I-1364	Moss, Levy & Hartzheim	12/30/2023	5,950.00
10/03/2023	3-6583221-2	AMBAG	10/03/2023	8.56
10/31/2023	20900	AMBAG	10/31/2023	40.00
10/31/2023	34370	Atchison Barisone & Condotti	11/30/2023	309.10
11/30/2023	20981	AMBAG	11/30/2023	40.00
Total				<u><u>\$23,322.91</u></u>

Pajaro River Watershed Flood Prevention Authority

Attachment 4

Check Register

Date	Num	Name	October 1, 2023 through February 29, 2024	Memo	Amount
10/26/2023	964	AMBAG		Reimbursement for Website Monthly Maintenance - September 2023	40.00
10/26/2023	965	Atchison Barisone & Condotti		Legal services provided for May - October 2023	1,852.50
10/26/2023	966	Gutierrez Consultants		Lake Floodplain Preservation Project Services & Meetings - May - December 2023	12,295.50
10/26/2023	967	Regional Analysis & Planning Services		RAPS WE 530 Agency Administration - May - September 2023	8,755.00
TOTAL					<u>\$ 22,943.00</u>

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2024 PRWFPA Meeting Calendar

June 7, 2024:

Zoom Webinar

Meeting Time: 9 am

September 6, 2024:

Zoom Webinar

Meeting Time: 9 am

November 1, 2024:

Zoom Webinar

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