

**AGENDA**  
***Pajaro River Watershed  
Flood Prevention Authority***

c/o RAPS, Inc.  
POB 809  
Marina, CA 93933  
(831) 883-3750  
[info@ambag.org](mailto:info@ambag.org)

**Watsonville City Hall  
250 Main Street  
Watsonville, California**

**September 7, 2007**

**9:00 a.m.**

**RECOMMENDED ACTION**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ORAL COMMUNICATIONS FROM THE BOARD  
ON ITEMS NOT ON THE AGENDA
5. ORAL COMMUNICATIONS FROM THE PUBLIC  
ON ITEMS NOT ON THE AGENDA

6. CONSENT AGENDA

**RECOMMEND APPROVAL**

**A. Minutes of the July 6, 2007 Meeting**

The minutes of the July 6, 2007 Board meeting are enclosed. **Recommend approval.** (Page 5)

**B. Minutes of the July 6, 2007 Workshop**

The minutes of the July 6, 2007 Workshop are enclosed. **Recommend approval.** (Page 9)

**C. Approval of Payment to RAPS, Inc. for June and July 2007**

**Enclosed** are the June and July 2007 invoices. The Staff Working Group recommended approval. **Recommend approval.** (Page 11)

**D. Approval of Payment to Gutierrez Consultants for June 2007**

**Enclosed** is the June 2007 invoice for Lidia Gutierrez's work on the Soap Lake Grant Project. The Staff Working Group recommended approval. **Recommend approval.** (Page 17)

7. ADMINISTRATION

**A. Staff Working Group Meeting Notes** INFORMATION

Meeting notes from the August 15, 2007 Staff Working Group meeting are **enclosed.** (Page 21)

**B. Legislative Outreach Report** INFORMATION

Accept oral report on Washington D.C. trip postponement and possible future activities related to both Federal and State outreach. (Palmisano/Phillips).

**C. FY 2007/08 Agency Budget Amendment No. 1** RECOMMEND APPROVAL

Staff memorandum and the proposed FY 2007/08 Agency Budget Amendment No. 1 are **enclosed.** (Page 23)

**D. Staff Working Group Procedures** RECOMMEND APPROVAL

**Enclosed** are the Final SWG Procedures. (Page 27)

8. PLANNING

**A. Soap Lake Preservation Project** INFORMATION

Accept status report on the agreements for carrying out this project. (Gutierrez)

**B. Lower Pajaro River Project** INFORMATION

Accept oral report. (Phillips/Palmisano)

9. CORESPONDENCE AND ANNOUNCEMENTS

A. Oral

None

B. Written

1. **Enclosed** is a letter dated July 10, 2007 to the Honorable Peter Visclosky and the Honorable David Hobson regarding the request for FY 2008 Energy and Water Development Appropriations. (Page 33)
2. **Enclosed** is a letter dated July 25<sup>th</sup>, 2007 to The Honorable Sam Farr from Janet Beutz, Chairperson to the Santa Cruz County Board of Supervisors thanking him for this role in securing \$1 million for the Pajaro River Flood Control Project for FY 2008. (Page 39)
3. **Enclosed** is a letter dated August 15, 2007 from the Pajaro River Watershed IRWMP Collaborative announcing the first Flood Protection Implementation Team meeting which will be held on September 6, 2007 from 1:30 to 3:30 p.m. at the Santa Clara Valley Water District. (Page 41)
4. **Enclosed** is a letter dated August 16, 2007 to the San Benito County Planning and Building Department from County of Santa Cruz Flood Control and Water Conservation District regarding the proposed El Rancho San Benito Project. (Page 45)

**Next Meetings:**

November 2, 2007 – San Benito Co. Board of Supervisors Chambers – Hollister, 9 a.m.

January 4, 2008 – Monterey County Water Resources Agency – Salinas, 9 a.m.

**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.

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 AMBAG, 883-3750, or email [info@ambag.org](mailto:info@ambag.org), at least 48 hours prior to the meeting date.

**Mission:** The purpose of the Authority is to identify, evaluate, fund and implement environmentally sound flood prevention and control strategies in the Pajaro River Watershed, on an intergovernmental, cooperative basis as required by the Pajaro River Watershed Flood Prevention Authority Act.

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MINUTES OF THE PROCEEDINGS  
OF THE BOARD OF DIRECTORS OF THE  
Pajaro River Watershed Flood Prevention Authority

PRWFPA

July 6, 2007

**1. CALL TO ORDER**

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Marcus presiding, convened at 9:04 a.m. on Friday, July 6, 2007 at the Gilroy City Hall, Gilroy, CA.

**2. PLEDGE OF ALLEGIANCE**

Director Marcus led the Pledge of Allegiance.

**3. ROLL CALL**

Members – Board of Directors	Representative	Present	Absent
County of San Benito	Supervisor Don Marcus	X	
County of Santa Cruz	Supervisor Tony Campos	X	
County of Monterey	Supervisor Louis Calcagno	X	
County of Santa Clara	Supervisor Donald Gage	X	
Monterey County Water Resources Agency	Director Silvio Bernardi	X	
San Benito County Water District	Director Sonny Flores	X	
Santa Clara County Water District	Director Sig Sanchez	X	
Zone 7 Flood Control District	Director Dale Skillicorn	X	
City of Gilroy (Associate Member)	Saeid Vaziry, Sr. Environ. Engineer		X
City of Hollister (Associate Member)	Councilmember Doug Emerson		X
City of Morgan Hill (Associate Member)	Councilmember Mark Grzan		X

**Others Present:** Steve Homan, County of Santa Clara; Scott Wilson, Carol Presley & Mark Klemencic, SCVWD; Colleen Valles, County of Santa Clara; Ron Lundquist, County of Monterey; Bill Phillips & Jim Slatter, MCWRA; Ray Becker, DMB El Rancho San Benito; Kevin O'Brien, Downey-Brand; Don Hill, County of Santa Cruz; Mica Nitschke, SBCWD; Kirk Wheeler, Schaaft & Wheeler; Craig Edgerton, Silicon Valley Land Conservancy; Bruce Laclergue & Mark Dias, PVWMA; Nicolas Papadakis, Megan Tolbert and Ana Flores, Regional Analysis and Planning Services, Inc. (RAPS, Inc.).

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

The Executive Coordinator requested that the proposed FY 2008 Energy and Water Development Appropriations Request Letter requesting full support for the appropriations bill funding at the U.S. Army Corps of Engineers in the amount of \$13,465,000 be placed on the agenda as an emergency item.

**Motion made by Director Campos, seconded by Director Skillicorn to approve that the proposed FY 2008 Energy and Water Development Appropriations Request letter be added to the agenda as an emergency item. Motion passed unanimously.**

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

Ray Becker, DMB El Rancho San Benito, updated the Board on the status of the Rancho San Benito Preservation Project. Mr. Becker reported that the final applications will be submitted in September. Discussion followed.

**6. CONSENT AGENDA**

**A. Minutes of the May 4, 2007 Board Meeting**

Minutes for the May 4, 2007 Board of Directors meeting were enclosed for the Board's approval.

**B. Approval of Payment for RAPS, Inc. for April and May 2007**

Invoices for services rendered by Regional Analysis and Planning Services, Inc. in April and May 2007 were enclosed. The Staff Working Group recommended approval.

**C. Approval of Payment to Gutierrez consultants for \$4,868.78 for Services Rendered**

Invoices for services rendered by Gutierrez Consultants were enclosed. The Staff Working Group recommended approval.

**D. Contract Amendment with RAPS, Inc. for FY 2006/07 Services**

This item was pulled from the consent agenda and placed in the regular agenda.

**Motion made by Director Gage, seconded by Director Campos to approve the Consent Agenda. Motion passed unanimously.**

**7. ADMINISTRATION**

**A. Staff Working Group Meeting Notes**

The Staff Working Group Meeting Notes for the meetings of May 16 and June 20, 2007 were enclosed for the Board's information.

**B. Agency Fiscal Audits Firm Selection**

The Executive Coordinator reviewed the staff memorandum and enclosed Moss, Levy & Hartzheim engagement letter which reiterates the not-to-exceed \$1,500 per year to conduct the PRWFPA audit and also includes a 10% penalty assessment for delivery after October 23, 2007.

**Motion made by Director Gage, seconded by Director Campos to approve the engagement letter with Moss, Levy & Hartzheim with the 10% penalty. Motion passed unanimously.**

**C. Legislative Outreach Report**

Bill Phillips, MCWRA went into more detail regarding the FY 2008 Energy and Water Development Appropriations letter which was added to the agenda as an emergency item. Mr. Phillips also reported on the meeting with USACE Commander, South Pacific Division, John McMahon on June 13, 2007 in Watsonville which revolved around the implementation of the levee reconstruction project. Mr. Phillips also reported on the status of the trip to Washington D.C. and recommended that the Board travel late September.

**Motion made by Director Calcagno, seconded by Director Gage to approve the addition of the Executive Coordinator's signature to the FY 2008 Energy and Water Development Appropriations Request Letter. Motion passed unanimously.**

**D. FY 2007/08 Agency Budget**

The Executive Coordinator handed out and referred to the FY 2006/07 Budget Amendment No. 1. The Executive Coordinator also reported on the FY 2007/08 Agency Budget explaining the new travel item for \$6,000 and the general consulting services item of \$18,700.

Director Marcus made a correction to the budget under the misc. expense line item.

**Motion made by Director Gage, seconded by Director Bernardi to approve the FY 2007/08 Agency Budget. Motion passed unanimously.**

**E. Contract with RAPS, Inc. for FY 2007/08 Services**

The Executive Coordinator reviewed the proposed contract with RAPS, Inc. for the FY 2007/08.

**Motion made by Director Gage, seconded by Director Campos to approve the 2007/08 contract with RAPS, Inc. for the amount of \$37,000. Motion passed unanimously.**

**F. FY 2007/08 Contract with Downey/Brand**

The Executive Coordinator reviewed the proposed FY 2007/08 contract with Downey/Brand.

**Motion made by Director Campos, seconded by Director Gage to approve the FY 2007/08 Contract with Downey/Brand. Motion passed unanimously.**

Director Gage announced that he would not be able to stay for the PRWFPA Workshop and asked that the SWG Procedures be brought back for approval at the September 7, 2007 PRWFPA Board of Directors meeting.

**8. PLANNING**

**A. "Pajaro River Watershed Integrated Regional Water Management Plan"**

Bruce Laclergue, PVWMA gave a brief overview of the IRWMP and introduced Mark Dias, Water Programs Coordinator, PRWMA who gave a more detailed presentation to the Board. Mr. Dias reported that the most important regional water related issues within the region were identified and were compared to statewide priorities. They were then prioritized and the high priority projects were then organized into four programs. Four new implementation teams were developed to pursue each program. The three collaborative agencies will continue to oversee all programs.

**B. Soap Lake Preservation Project**

Megan Tolbert, RAPS, Inc. reported that the contract between the Department of Water Resources and Pajaro Valley Water Management Agency is under legal review. Ms. Tolbert also reported that travel expenses will not be reimbursable under the contract.

**C. Lower Pajaro River Project**

Don Hill, County of Santa Cruz reported that the U.S. Army Corps of Engineers funding has had a lot of delays and the Lower Pajaro River Project is still pending.

**9. CORRESPONDENCE AND ANNOUNCEMENT**

**A. Oral**

None

**B. Written**

Enclosed were two letters from Anna Eshoo, 13<sup>th</sup> District thanking the Authority for the letter she received regarding the Pajaro River Watershed Flood Control Project.

**10. ADJOURN**

The meeting was adjourned at 10:02 a.m.



WORKSHOP MINUTES  
Pajaro River Watershed Flood Prevention Authority

PRWFPA

July 6, 2007

**RECOMMENDED ACTION**

**1. Call to Order**

The Board of Directors Workshop of the Pajaro River Watershed Flood Prevention Authority, Chair Marcus presiding, convened at 10:12 a.m. on Friday, July 6, 2007 at the Gilroy City Hall, Gilroy, CA.

<b>Members – Board of Directors</b>	<b>Representative</b>	<b>Present</b>	<b>Absent</b>
County of San Benito	Supervisor Don Marcus	X	
County of Santa Cruz	Supervisor Tony Campos	X	
County of Monterey	Supervisor Louis Calcagno	X	
County of Santa Clara	Supervisor Donald Gage		X
Monterey County Water Resources Agency	Director Silvio Bernardi	X	
San Benito County Water District	Director Sonny Flores	X	
Santa Clara County Water District	Director Sig Sanchez	X	
Zone 7 Flood Control District	Director Dale Skillicorn	X	
City of Gilroy (Associate Member)	Saeid Vaziry, Sr. Environ. Engineer		X
City of Hollister (Associate Member)	Councilmember Doug Emerson		X
City of Morgan Hill (Associate Member)	Councilmember Mark Grzan		X

**2. Workshop Presentation**

**Part I: Information about the Authority**

The Executive Coordinator gave a presentation about the Authority. He went over some general information such as purpose of the Authority, composition, jurisdiction, duties and by-laws.

**Part II: Staff Working Group Procedures**

The Executive Coordinator reviewed the Proposed SWG Procedures. Kevin O'Brien, PRWFPA Attorney, commented and made revisions to the procedures.

The Executive Coordinator will provide a revised copy of the SWG Procedures incorporating Mr. O'Brien's revisions. This item will be brought back for action at the September 7, 2007 meeting.

**3. Adjourn**

The workshop adjourned at 10:36 a.m.

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REGIONAL ANALYSIS PLANNING SERVICES, INC.

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

445 Reservation Road, Suite G  
P.O. Box 809, Marina, CA 93933-0809

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

July 2, 2007

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, and September 22, 2006,

This letter is our billing for services rendered in the period June 1 through June 30, 2007. 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.

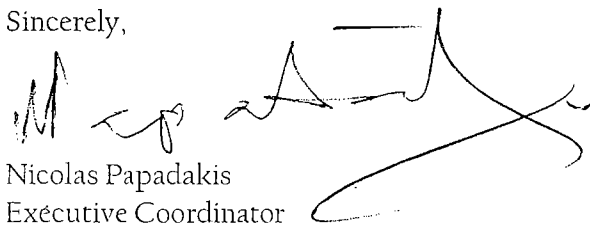
This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on September 7, 2007.

Work Element 530 - Agency Administration

Executive Coordinator	5 hours @ \$ 240.98	\$ 1,204.90
Associate Planner	10 hours @ \$ 71.03	\$ 710.30
Administrative Assistant	13 hours @ \$ 62.50	\$ 812.50
	Subtotal	<u>\$ 2,727.70</u>

Total now due: \$ 2,727.70

Sincerely,



Nicolas Papadakis  
Executive Coordinator

Attachments

Regional Analysis and Planning Services  
(RAPS)

Invoice for PRWFPA  
June 1 to June 30, 2007

Position Title	Total Hours	Personnel Cost	Overhead Cost	Total Cost
Executive Coordinator Rate/hr		\$131.96	\$109.02	\$240.98
Project 530 Admin	5	\$ 659.80	\$ 545.10	\$ 1,204.90
Subtotal	5	\$ 659.80	\$ 545.10	\$ 1,204.90
Associate Planner Rate/hr		\$39.52	\$31.51	\$71.03
Project 530 Admin	10	\$ 395.20	\$ 315.10	\$ 710.30
Subtotal	10	\$ 395.20	\$ 315.10	\$ 710.30
Administrative Assistant Rate/hr		\$34.70	\$27.80	\$62.50
April, 2007	13	\$ 451.10	\$ 361.40	\$ 812.50
Subtotal	13	\$ 451.10	\$ 361.40	\$ 812.50
Total	28	1,506.10	1,221.60	2,727.70

Tasks Completed:

Executive Coordinator:

WE 530: SWG agenda preparation, distribution, and meeting attendance.

Associate Planner:

WE 530: Map adjustments; meeting attendance.

Administrative Assistant:

WE 530: SWG agenda preparation, distribution and meeting attendance (6/20);

Board agenda preparation and distribution

Regional Analysis and Planning Services  
Status of WE 530  
Year-to-Date vs Budget  
FY2006/07

	<u>WE 530 Admin</u>	<u>TOTAL</u>
Budget*	\$ 35,185.00	\$ 35,185.00
Amount Spent:		
July, 2006	\$ 1,392.40	\$ 1,392.40
August, 2006	\$ 1,454.90	\$ 1,454.90
September, 2006	\$ 3,025.78	\$ 3,025.78
October, 2006	\$ 2,663.11	\$ 2,663.11
November, 2006	\$ 1,431.07	\$ 1,431.07
December, 2006	\$ 1,401.42	\$ 1,401.42
January, 2007	\$ 1,974.83	\$ 1,974.83
February, 2007	\$ 2,311.90	\$ 2,311.90
March, 2007	\$ 2,988.99	\$ 2,988.99
April, 2007	\$ 2,985.74	\$ 2,985.74
May, 2007	\$ 4,257.56	\$ 4,257.56
June, 2007	\$ 2,727.70	\$ 2,727.70
Subtotal	<u>\$ 28,615.40</u>	<u>\$ 28,615.40</u>
Balance Available	<u>\$ 6,569.60</u>	<u>\$ 6,569.60</u>

\* Per approved budget effective (11/03/06).

REGIONAL ANALYSIS PLANNING SERVICES, INC.

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

445 Reservation Road, Suite G  
P.O. Box 809, Marina, CA 93933-0809

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

August 1, 2007

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 and July 6, 2007.

This letter is our billing for services rendered in the period July 1 through July 31, 2007. 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.

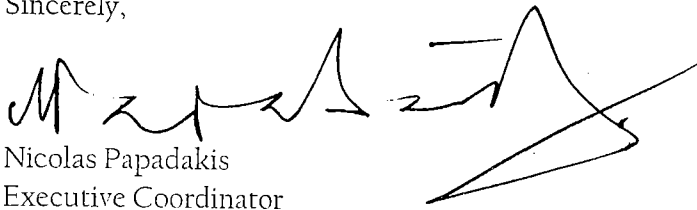
This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on September 7, 2007.

Work Element 530 - Agency Administration

Executive Coordinator	4 hours @ \$ 240.98	\$ 963.92
Associate Planner	9.25 hours @ \$ 92.96	\$ 859.88
Administrative Assistant	11 hours @ \$ 55.00	\$ 605.00
	Subtotal	<u>\$ 2,428.80</u>

Total now due: \$ 2,428.80

Sincerely,



Nicolas Papadakis  
Executive Coordinator

Attachments

Regional Analysis and Planning Services  
(RAPS)

Invoice for PRWFPA  
July 1 to July 31, 2007

Position Title	Total Hours	Personnel Cost	Overhead Cost	Total Cost
Executive Coordinator Rate/hr		\$131.96	\$109.02	\$240.98
Project 530 Admin	4	\$ 527.84	\$ 436.08	\$ 963.92
Subtotal	4	\$ 527.84	\$ 436.08	\$ 963.92
Associate Planner Rate/hr		\$48.08	\$44.88	\$92.96
Project 530 Admin	9.25	\$ 444.74	\$ 415.14	\$ 859.88
Subtotal	9.25	\$ 444.74	\$ 415.14	\$ 859.88
Administrative Assistant Rate/hr		\$29.94	\$25.06	\$55.00
Project 530 Admin	11	\$ 329.34	\$ 275.66	\$ 605.00
Subtotal	11	\$ 329.34	\$ 275.66	\$ 605.00
Total	24	1,301.92	1,126.88	2,428.80

Tasks Completed:

Executive Coordinator:

WE 530: SWG agenda preparation, distribution, and meeting attendance.

Associate Planner:

WE 530: Meeting attendance (SWG, Board, Prop 50, Watershed Council); map updates; information research.

Administrative Assistant:

WE 530: SWG agenda preparation, distribution and meeting attendance; PRWFPA website maintenance.

Regional Analysis and Planning Services  
Status of WE 530  
Year-to-Date vs Budget  
FY2007/08

	<u>WE 530 Admin</u>	<u>TOTAL</u>
Budget*	\$ 37,000.00	\$ 37,000.00
Amount Spent:		
July, 2007	\$ 2,428.80	\$ 2,428.80
August, 2007		
September, 2007		
October, 2007		
November, 2007		
December, 2007		
January, 2008		
February, 2008		
March, 2008		
April, 2008		
May, 2008		
June, 2008		
Subtotal	<u>\$ 2,428.80</u>	<u>\$ 2,428.80</u>
Balance Available	<u>\$ 34,571.20</u>	<u>\$ 34,571.20</u>

\* Per approved budget effective (11/03/06).





**Gutierrez Consultants**

Consent Item 6.D  
Page 17  
JUL 16 2007

OK  
MP  
7/16

July 13, 2007

Mr. Nick Papadakis, Executive Director  
Association of Monterey Bay Area Governments  
Post Office Box 809  
Marina, CA 93933-0809

Dear Nick,

Attached is an invoice from Gutierrez Consultants for professional services provided from June 1, 2007 through June 30, 2007. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract approved by the Pajaro River Watershed Flood Prevention Authority on March 2, 2007.

The invoice is for a total amount of \$1,146.96 and the budget remaining is \$244,474.12.

Sincerely,

Lidia Gutierrez  
Principal

5000 Lilac Ridge Road  
 San Ramon, CA 94582

# Invoice

Date	Invoice #
7/13/2007	37

<b>Bill To</b>
Pajaro River Watershed FPA Nick Papadakis C/O RAPS, Inc. P.O. Box 809 Marina, CA 93933-0809

P.O. No.

Item	Quantity	Description	Rate	Amount
FPA Subtask 1.1 Development of	6.5	Review final grant workplan, Prepare for and attend SWG meeting, provide grant updates	165.00	1,072.50
ODCs	1	Travel to 6/20/07 SWG meeting	67.69	67.69
Markup			10.00%	6.77
<b>Total</b>				\$1,146.96

**Invoice Budget Summary**  
for  
**Soap Lake Preservation Project**

Consent Item 6.D  
Page 19

<b>Task</b>	<b>Budget</b>	<b>Job-to-Date</b>	<b>060107 - 063007</b>	<b>Budget Remaining</b>
<b>Task 1: Program Administration</b>				
Subtask 1.1 Grant Agreement	\$8,580.00	\$2,887.50	\$1,072.50	\$4,620.00
Subtask 1.2 (a) Grant Guidelines	\$31,680.00	\$0.00		\$31,680.00
Subtask 1.2 (b) Develop RFP	\$23,100.00	\$0.00		\$23,100.00
Subtask 1.3 Open Enrollment RFP	\$18,480.00	\$0.00		\$18,480.00
Subtask 1.4 Review Proposals	\$29,040.00	\$0.00		\$29,040.00
Subtask 1.5 Grant Recommendations	\$10,560.00	\$0.00		\$10,560.00
Subtask 1.6 Grant Agreements	\$6,600.00	\$0.00		\$6,600.00
Subtask 1.7 Easement Provisions	\$6,600.00	\$0.00		\$6,600.00
Subtask 1.8 Public Outreach Program	\$11,880.00	\$577.50		\$11,302.50
Subtask 1.9 Partner Facilitation	\$23,760.00	\$0.00		\$23,760.00
<b>Subtotal</b>	<b>\$170,280.00</b>	<b>\$3,465.00</b>	<b>\$1,072.50</b>	<b>\$165,742.50</b>
<b>Task 3: Land / Easement Acquisition</b>				
Subtask 3.1 Land Owner Outreach	\$3,960.00	\$0.00		\$3,960.00
Subtask 3.2 Obtaining Land/Ease.	\$3,960.00	\$0.00		\$3,960.00
Subtask 3.3 Annual Monitoring	\$3,960.00	\$0.00		\$3,960.00
Subtask 3.4 Ag Mitigation Bank	\$0.00	\$0.00		\$0.00
<b>Subtotal</b>	<b>\$11,880.00</b>	<b>\$0.00</b>		<b>\$11,880.00</b>
<b>Task 6: Other Tasks</b>				
Subtask 6.1: Program Eval/Monitor	\$26,400.00	\$0.00		\$26,400.00
Subtask 6.2: Site Visits	\$6,600.00	\$0.00		\$6,600.00
Subtask 6.3: Compliance / Reporting	\$19,800.00	\$0.00		\$19,800.00
<b>Subtotal</b>	<b>\$52,800.00</b>	<b>\$0.00</b>		<b>\$52,800.00</b>
Other Direct Charges	\$14,300.00	\$173.92	\$74.46	\$14,051.62
<b>Total</b>	<b>\$249,260.00</b>	<b>\$3,638.92</b>	<b>\$1,146.96</b>	<b>\$244,474.12</b>

FPA

AVIS

>>Return<< RA Document 189822080  
CAR# 6 0 5 5 2 2 1 Car Group C  
BLU JEEP GRCH 4DR CA 5XVD780

GUTIERREZ, LIDIA

WIZ# = W3G88Z AWD# = A278200

Out SAN RAMON CA 20JUN07/0749  
In SAN RAMON CA D20JUN07/2000  
Miles-Out 8309 Miles-In 8507  
Miles Driven 198 Fuel In 8/8  
Method of pay = CLUB  
VISA XXXXXXXXXXXXX8003

Rate PU/C	0	DY	12	HR	
	0	MI	@		.00 =
	12	HR	@		12.50 =
	0	DY	@		24.99 =
	0	WK	@		169.99 =
MIN	1	DY/PU/C		198FM	24.99 =
Subtotal					24.99 =
Tax	8.250%				2.06 =
Total Charges					27.05 =
AMOUNT DUE				CV USD	27.05 =

The amount that appears in "Amount Due" has been billed to your VISA Card.  
All charges are subject to audit and change if any errors are found.  
For local inquiries call 925-362-8673. Thank you for renting from Avis.

CA0B/2AA9/07172/11:29/0

AVIS

SAN RAMON 76  
2350 SAN RAMON VAL  
SAN RAMON CA  
DLR# 00418558  
DATE: 06/21/07

VISA ACCT#  
XXXX XXXX XXXX 8003  
M8GJM6R9J6HH  
INV# 063356 87/8D  
REF# 921 10-017  
AUTH# 00-513365

PUMP# 7 SELF  
UNL 12.170G  
PRICE/GAL \$3.339

FUEL TOTAL \$40.64

THANK YOU FOR CHOO  
SING MIBE FREE GAS

THANK YOU

**Pajaro River Watershed  
Flood Prevention Authority  
c/o RAPS, Inc.  
P.O. Box 809  
Marina, CA 93933  
(831) 883-3750**

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**MEETING NOTES**

Pajaro River Watershed Flood Prevention Authority  
Staff Working Group  
**Wednesday, August 15, 2007**  
**10:00 a.m.**  
Watsonville City Hall

**Present:** Scott Wilson and Carol Presley, Santa Clara Valley Water District; Don Hill, Santa Cruz County; Shelly Theis and Steve Homan, Santa Clara County; Jim Slater, Monterey County Water Resources Agency; Byron Turner, San Benito County

**Also Present:** Lidia Gutierrez, Gutierrez Consultants; Steve Palmisano, City of Watsonville; Craige Edgerton, Silicon Valley Land Conservancy; Nicolas Papadakis, Megan Tolbert and Ana Flores, RAPS, Inc.

Steve Homan introduced Shelly Theis, Santa Clara County

**Soap Lake Area Proposed Projects Referrals**

None.

**Pajaro River Watershed IRWMP----Planning**

Lidia Gutierrez reported on the Soap Lake Grant Opportunity meeting between Santa Clara County and Santa Clara Valley Water District.

**Pajaro River Watershed IRWMP – Implementation/Soap Lake Project**

Lidia Gutierrez reported that Pajaro Valley Water Management Agency will administer the Prop 50 grant with an 8.5% fee which will go under review in two years. Discussion followed.

Lidia Gutierrez also announced that the Flood Protection Implementation Team meeting will be held September 6, 2007 from 1:30 p.m. to 3:30 p.m. The purpose of the meeting is to introduce the team members, select a team leader and begin discussion on implementation strategies. Lidia Gutierrez also reviewed the DWR checklist.

**Legislative Advocacy**

Don Hill announced that Santa Cruz County has postponed their September 26, 2007 trip to Washington D.C. and will check with Carolyn Chaney for another travel date.

Don Hill also reported that the U.S. Army Corps of Engineers has stopped work on the Lower Pajaro River Project due to lack of funds. Discussion followed. Don Hill, Bill Phillips, Jim Slater and Steve Palmisano will work on a proposal giving specific direction for future funding for this project from the State.

## **Administration Item 7.A**

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### **Staff Working Group Guidelines**

Enclosed was the draft Staff Working Group Guidelines, to be considered by the Board at the next meeting.

### **PRWFPA FY 2007/08 Budget as adopted**

Enclosed was the PRWFPA adopted FY 2007/08 Budget.

### **Approval of Invoices**

RAPS, Inc. June and July 2007 invoices and the June 2007 invoice submitted by Gutierrez Consultants in amount of \$1,146.96 were reviewed.

**Motion made by Scott Wilson, seconded by Don Hill to approve the RAPS, Inc. June and July 2007 invoices and the June 2007 invoice submitted by Gutierrez Consultants in the amount of \$1,146.96. Motion passed unanimously.**

### **PRWFPA Letterhead**

Nick Papadakis reviewed the existing and proposed PRWFPA letterhead. Discussion followed.

Megan Tolbert and Ana Flores will incorporate the suggestions made by the SWG to the proposed letterhead and present alternatives at the next meeting.

### **Other**

Craig Edgerton announced that he wanted to nominate the Soap Lake Project as Priority Conservation Area under the FOCUS Program which needs to be submitted on Friday, August 17, 2007.

**Motion made by Carol Presley, seconded by Don Hill to approve the Authority be listed as a partnering agency on the form nominating the Soap Lake Project as a priority conservation area under the FOCUS Program. Motion passed unanimously.**

\*Submitted by Ana Flores

**Pajaro River Watershed  
Flood Prevention Authority**

PO Box 809, Marina, CA 93933 • 831.883.3750



**MEMORANDUM**

**TO: PRWFPFA Board of Directors**  
**FROM: Nicolas Papadakis, Executive Coordinator**  
**DATE: September 7, 2007**

**SUBJECT: Budget Amendment No. 1**

The main purpose of this amendment is to reflect accurate carry over funds from previous year in the **Revenue** category and to adjust miscellaneous expenses under **Expenditures**.

In addition to the \$8,000 Member Agencies, Legal Contribution and \$6,569 Member Agency Administration Contributions carry-over funds, we have included the \$67,308 insurance refund received last fiscal year (see attached letter).

**Miscellaneous expense** is increased from \$1,500 to \$2,000, which includes \$1,500 for the audit and leaves \$500 for other miscellaneous expenses.

In addition, under "Gutierrez Consultants Advance Soap Lake Project" the amount of \$10,000 was advanced and this budget amendment reflects the \$5,000 balance of the \$15,000 contract, which will be paid to the Authority from Proposition 50 funds upon execution of the contract with Pajaro Valley Water Management Agency.

The insurance refund was placed as an unallocated reserve.

**Staff recommendation:**

Staff recommends approval of the Budget Amendment No. 1.

	FY 2007-08 Adopted 7/6/2007	FY 2007-08 Amend. No. 1 9/7/2007
<b>REVENUE</b>		
<b>NEW REVENUE</b>		
Member Agencies Contributions - Legal (none recommended)	\$ -	\$ -
Member Agencies Contributions - Agency Admin. & Study (8 x \$8k)	\$ 64,000	\$ 64,000
Proposition 50 Funds - Soap Lake Preservation Project	\$ 158,000	\$ 158,000
Total	<u>\$ 222,000</u>	<u>\$ 222,000</u>
<b>PRIOR PERIOD REVENUE (Carry-Over)</b>		
Member Agencies Contributions - Legal	\$ 7,500	\$ 8,000
Member Agencies Contributions - Agency Admin. From Reserve	\$ -	\$ 6,569
Unallocated Reserves	\$ -	\$ -
Legal Reserve	\$ 49,998	\$ 49,998
Rural Special Districts Insurance policy corrections refund*	\$ -	\$ 67,308
Total	<u>\$ 57,498</u>	<u>\$ 131,875</u>
<b>Total Revenue</b>	<u><b>\$ 279,498</b></u>	<u><b>\$ 353,875</b></u>
<b>EXPENDITURES</b>		
<b>Agency Administration</b>		
RAPS, Inc.	\$ 37,000	\$ 37,000
Legal Fees	\$ 8,000	\$ 8,000
Liability Insurance	\$ 1,100	\$ 1,100
Travel	\$ 6,000	\$ 6,000
Misc. Expense (audit, mileage, etc.)	\$ 1,500	\$ 2,000
<b>Soap Lake Preservation Project</b>		
RAPS, Inc.	\$ 23,000	\$ 23,000
Guitierrez Consultants	\$ 120,000	\$ 120,000
Consulting Services (Grant Seeking, Eng. Support, etc.)	\$ 18,400	\$ 18,400
Guitierrez Consultants for advance Soap Lake Preservation Project work	\$ 10,000	\$ 5,000
Authority out-of-pocket expense: Guitierrez Consultants expense in FY 06/07	\$ 5,000	\$ -
Amount expensed by Guitierrez**	\$ -	\$ 10,000
Total	<u>\$ 230,000</u>	<u>\$ 230,500</u>
<b>BALANCE FORWARD</b>		
Legal Reserve	\$ 49,498	\$ 49,998
General Reserve	\$ -	\$ 73,377
Total	<u>\$ 49,498</u>	<u>\$ 123,375</u>
<b>Total Expenditures</b>	<u><b>\$ 279,498</b></u>	<u><b>\$ 353,875</b></u>

\* Amount refunded from insurance company for FY 03/04 to FY 05/06.

\*\* Paid by Authority: expense to be reimbursed by Prop. 50.





RURAL SPECIAL DISTRICTS

Insurance Services SM

A Division of

Administration Item 7.C

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Glatfelter Insurance Group

A Tradition of Service. Founded on Trust

November 1, 2006

Pajaro River Watershed Flood Prevention Authority  
P O Box 809

Marina, CA 93933

Attention: Ray Millard

NOV 07 2006

RE: Policy Corrections and Return Premiums

Policy SDISSK 9101507- 00	2003 to 2004
SDISSK 9101507- 01	2004 to 2005
SDISSK 9101507- 02	2005 to 2006

Dear RSDIS insured:

A recent market conduct examination of American Alternative Insurance Corporation by the California Department of Insurance identified various RSDIS program policies that required correction. Your policies, listed above, have been reviewed and any required corrections have been made.

The total return premium due you is: \$67,308.36.

Correction endorsements and return premiums will be forwarded to your insurance agent. You will receive all return premiums for corrections to your policy from your agent. Your agent will automatically apply any return premiums against any additional premiums for endorsements or renewal coverage, unless you request otherwise.

We apologize for any inconvenience. We have corrected our systems and reviewed our procedures to assure that your current RSDIS policies are correct.

If you have any questions as a result of this letter or do not receive the return premiums, please contact your insurance agent, listed below, or myself at RSDIS (1-888-477-3007).

We thank you for your placing your insurance coverage with RSDIS.

Very truly,

Paul Fuller  
President, Rural Special Districts Insurance Services

CC: \_\_\_\_\_

10100 Trinity Parkway, Suite 110 • P.O. Box 7277 • Stockton, California 95267  
(888) 477-3007 • Fax (888) 477-7005 • www.rsdgis.com • Agency License #OB17046

Administered by Glatfelter Underwriting Services, Inc.  
n/k/a Glatfelter Insurance Services in CA, MN, NV, TX and UT and Glatfelter Brokerage Services in NY

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**PAJARO RIVER WATERSHED  
FLOOD PREVENTION AUTHORITY**

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**Staff Working Group Procedures**

AS REVISED 7/6/2007

**PAJARO RIVER WATERSHED  
FLOOD PREVENTION AUTHORITY**

**Staff Working Group Procedures**

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**PAJARO RIVER WATERSHED  
FLOOD PREVENTION AUTHORITY**

**Staff Working Group Procedures**

**ARTICLE I STAFF WORKING GROUP (SWG)**

**Section 1 Name and Purpose**

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority has established a standing committee of staff members from the involved Authority jurisdictions to advise the Board of Directors. It is called the Staff Working Group (SWG), and it is comprised of designated staff members from both voting and non-voting involved jurisdictions. Non-voting jurisdictions are associate members of the Authority Board of Directors. Each member of the Board of Directors designates the staff member (or members) to represent their respective jurisdiction. SWG members who represent the voting jurisdictions shall have one vote per jurisdiction in total.

It is the intent of the Board of Directors that each member of the SWG shall work professionally, cooperatively, and collegially with the Directors, members of the public, stakeholders, other members of the SWG, government officials, employees, contractors, vendors, and the Executive Coordinator, in order to advise the Board regarding technical matters, budgetary matters, and proposed or existing Authority projects and programs.

**Section 2 Voting Membership of the SWG**

The voting membership of the SWG usually consists of one designated staff member from each of the eight involved jurisdictions identified under the provisions of AB 807; Pajaro River Watershed Flood Prevention Authority Act (2000). However, if two or more staff members are designated as representatives from a single jurisdiction, then the total of that jurisdiction's SWG vote shall remain as one vote.

The Board of Directors encourages every involved jurisdiction to designate a member or members of the SWG. If a jurisdiction does not designate a member or members of the SWG, or if the member or members cannot attend a meeting, then the jurisdiction may designate a substitute member, or it may designate a member from another voting jurisdiction to cast its vote, by notifying the Executive Coordinator in advance of the meeting. A standing substitute designation may be made by an involved jurisdiction, for a specific period of time.

### **Section 3 Office of the SWG**

The official office, email address, and mailing address of the SWG shall be the same as the Board of Directors, namely that of the Executive Coordinator, or any other location as determined by a majority vote of the Board of Directors.

Copies of all non-confidential correspondence to the Board of Directors, correspondence to the SWG, budget reports, audits, and minutes of SWG meetings shall be provided promptly by the Executive Coordinator to the SWG voting and non-voting members, and to the Board of Directors.

### **Section 4 Meetings of the SWG**

The SWG shall hold regularly scheduled meetings to discuss recommendations to the Board, usually once each month, or more often if necessary. The location of the meetings shall usually alternate between Watsonville and Gilroy, for the convenience of the members; however, the location may occasionally be changed by the Executive Coordinator, as needed. The Executive Coordinator will prepare and distribute agenda packets during the week before the meeting via email, U.S. Mail, Special Delivery, or Facsimile.

### **Section 5 Conduct of Meetings**

The Executive Coordinator shall preside over SWG Meetings. In the event the Executive Coordinator is unable to attend the meeting, a voting member may be designated by the SWG to chair the meeting. The SWG shall assist in preparation of the agenda by providing information to the Executive Coordinator for review, preparation, and distribution, at least 8 days before the next SWG meeting.

The latest edition of Robert's Rules of Order may be consulted to provide guidance to the SWG in the event a question is raised regarding procedural matters.

Public attendance and participation in SWG Meetings are encouraged. SWG meetings may be closed to the public only when determined and duly noticed by the Executive Coordinator, and only for the purpose of conducting business related to personnel matters or contractual matters, such as interviewing employment candidates, contractors, consultants, or consultations with attorney on certain sensitive matters.

**Section 6 Written Record of SWG Meetings**

The Executive Coordinator shall keep a written record of all SWG meetings and votes ("Minutes"). Minutes shall be approved by the SWG, and then presented in the next Board agenda packet to the Board of Directors. SWG members may communicate approval of minutes to the Executive Coordinator via email, facsimile, or U.S. Mail, or by a vote at a SWG meeting

**Section 7 Matters for Agenda**

Proposed action items shall be directed to the Executive Coordinator as early as possible before SWG meetings.

Notification of SWG meeting agendas and supporting documents shall be provided to all SWG members, interested parties, and shall be posted for the public as soon as possible, usually during the week before the SWG meeting. SWG members who wish to agendize an item should provide information to the Executive Coordinator at least 8 days before the SWG meeting date. At each SWG meeting, the regular order of business shall be conducted in accordance with the Agenda. The SWG, by majority vote, may rearrange the order of the items listed on the agenda at any meeting.

**Section 8 Voting**

All voting by the SWG members shall be by "Ayes", "Noes", and "Abstain", and shall be entered into official minutes of SWG proceedings by the Executive Coordinator. The votes of each voting jurisdiction of the SWG shall be recorded. Associate member jurisdiction SWG members do not have votes, but they are welcome to discuss matters, share their views, and make suggestions.

**Section 9 Representation of SWG**

The SWG may vote to designate the Executive Coordinator, member or members of the SWG, or an Authority contractor to represent the SWG at meetings or to organizations, as needed. The designated person shall be responsible for making the necessary meeting reports to the SWG and the Board of Directors. No SWG representative shall

claim to represent the entire Board of Directors, unless authorized or directed by official Board action.

### **Section 10 Review and Revision of SWG Procedures**

SWG Procedures may be reviewed, revised and/or modified by the Board of Directors upon request by any Director, the SWG, or by the Executive Coordinator.

## **ARTICLE II EXECUTIVE COORDINATOR**

### **Section 11 Executive Coordinator**

The Board of Directors selects the Executive Coordinator, and contracts for administrative and management services for the Authority. The Board of Directors is responsible for defining and approving the scope of services, tasks, objectives, and contracts for the Executive Coordinator. The Executive Coordinator serves at the pleasure of the Board of Directors.

The Executive Coordinator may be asked by the Board of Directors for recommendations on selecting personnel, contractors, vendors, budgetary matters, and proposed or existing projects. The SWG has no hiring or personnel authority with regard to any Authority staff, whether hired or contracted. The SWG may offer its recommendations on these and any other subjects through the Executive Coordinator, for submittal to the Board of Directors.

## **ARTICLE III BUDGET**

### **Section 12 Proposed Authority Budget and SWG Review**

The SWG shall work with the Executive Coordinator in reviewing the proposed annual budget as well as reviewing proposed or existing projects. The SWG shall make budget and project recommendations to the Board of Directors, through the Executive Coordinator. If the Executive Coordinator's recommendation differs from those of the SWG, then the SWG recommendation will also be presented to the Board of Directors, at the same time. The SWG does not have a separate budget from the Authority Board, and it has no fiscal or budgetary authority of its own.

### **Section 13 Budget Review**

The SWG will work with the Executive Coordinator to review the budget at least twice each year. The reconciliation review shall detail all revenue, expenditures, projected carryover funds, and any refunds to the member jurisdictions.



