

# **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 – Nancy Bilich  
PRWFPA Vice Chair – John Baillie

**DATE: November 6, 2020**

**TIME: 9:00 AM**

**Meeting Via GoToWebinar**

**Please register for the PRWFPA Board of Directors meeting at  
<https://attendee.gotowebinar.com/register/6248760286411201807>**

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The PRWFPA Board of Directors meeting will NOT be held at the Marina Library, Community Room, 190 Seaside Circle, Marina, CA 93933 as originally scheduled in light of Governor Newsom’s State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the shelter in place directive. The meeting will be conducted as a Conference Call. The PRWFPA Board of Directors will participate in the meeting from individual remote locations. We apologize in advance for any technical difficulties.

Members of the public will need to attend the meeting remotely via GoToWebinar.

Persons who wish to address the PRWFPA Board of Directors on an item to be considered at this meeting are asked to submit comments in writing at [info@ambag.org](mailto:info@ambag.org) by 5:00 PM, Thursday, November 5, 2020. The subject line should read “Public Comment for the November 6, 2020 PRWFPA 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, Senior Executive Assistant at [aflores@ambag.org](mailto:aflores@ambag.org) or at 831-883-3750.

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

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

**5. 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 September 4, 2020 Board of Directors Meeting**

- Ana Flores, RAPS, Inc.

Approve the minutes of the September 4, 2020 Board of Directors meeting. (Page 5)

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

- Lidia Gutierrez, Gutierrez Consultants

Approve the August 2020 and September 2020 invoices for services rendered by Gutierrez Consultants. (Page 9)

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

- Maura Twomey, RAPS, Inc.

Approve the August 2020 and September 2020 invoices for services rendered by RAPS, Inc. (Page 13)

**D. Approval of ABC Law Firm Invoice**

- Maura Twomey, RAPS, Inc.

Approve the August 2020 and September 2020 invoice for services rendered by ABC Law Firm. (Page 19)

**E. Approval of Planeteria Invoice**

- Maura Twomey, RAPS, Inc.

Approve the September 2020 invoice for services rendered by Planeteria. (Page 25)

**F. Draft 2021 PRWFPA Calendar of Meetings**

- Maura Twomey, RAPS, Inc.

Approve the draft 2021 PRWFPA Calendar of Meetings. (Page 27)

**G. 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 29)

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

**7. PLANNING**

**A. Pajaro River Flood Risk Reduction Project Letter of Support**

**Recommended Action: APPROVE**

- **Mark Strudley, County of Santa Cruz**

Approve letter of support for the Santa Cruz County Zone 7 Flood Control District's grant application to the Hazard Mitigation Grant Program with the California Office of Emergency Services. (Page 37)

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

**Recommended Action: INFORMATION**

- **Mark Strudley, County of Santa Cruz**

Receive an update on Pajaro River Flood Risk Reduction Project.

**8. OTHER BUSINESS**

**9. ADJOURN**

**REFERENCE ITEMS:**

- A. Acronym Guide (Page 39)

**NEXT BOARD OF DIRECTORS MEETING:**

The 2020 PRWFPA Board of Directors meetings 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 Executive Order N-29-20 and the shelter in place directives.

**Date: February 5, 2021**

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

September 4, 2020

**1. CALL TO ORDER**

The Board of Directors of the Pajaro River Watershed Flood Prevention Authority, Chair Bilicich presiding, convened via conference call at 9:01 a.m. on Friday, September 4, 2020.

**2. ROLL CALL**

<b>Members – Board of Directors</b>	<b>Representative</b>	<b>Present</b>	<b>Absent</b>
County of San Benito	Supervisor Anthony Botelho	AB	
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 Frank Bettencourt	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	--	--
City of Hollister (Associate Member)	Vacant	--	--
City of Morgan Hill (Associate Member)	Rene Spring		X

**Others Present:** Lidia Gutierrez, Gutierrez Consultants; Mark Strudley, County of Santa Cruz; Maura Twomey and Bobbie Grant, 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**

None.

**5. CONSENT**

**A. Minutes of the June 5, 2020 Board of Directors Meeting**

The minutes of the June 5, 2020 Board of Directors meeting were approved.

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

The invoices for services rendered by Gutierrez Consultants from May 2020 - July 2020 were approved.

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

The invoices for services rendered by RAPS, Inc. from May 2020 – July 2020 were approved.

**D. Approval of ABC Law Firm Invoice**

The July 2020 ABC Law Firm invoice was approved.

**E. Corrected RAPS, Inc. Contract Extension for FY 2020-2021**

The corrected RAPS, Inc. contract extension for FY 2020-2021 was approved.

**F. Financial Update Report**

The financial update report was accepted.

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

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

None.

**7. ADMINISTRATION**

**A. Draft contract for Audit Services**

**Motion made by Director Wasserman, seconded by Director Bettencourt to approve the contract for audit services with Moss, Levy & Hartzheim, LLP. Motion passed unanimously.**

**8. PLANNING**

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

Mark Strudley, County of Santa Cruz reported that the Pajaro River Reconstruction Levee project is moving along. We have a new project manager at the Army Corps of Engineers. This has added a small delay to the process on the federal side of the project. Mr. Strudley reported that staff has submitted a draft cost balancing request to the Corps. In order to move into the design phase, a new design agreement will have to be signed. The current Feasibility cost share agreement and the 2007 design agreement must also be closed in order to move forward. Staff submitted documentation to the Corps to get the cost share balance of the Feasibility cost share agreement and the 2007 Design agreement. Mr. Strudley added that staff submitted a proposal to the Corps for creditable local costs during the Feasibility process in the amount of 2 million dollars to be credited against the construction phase of the project. The Corps is currently reviewing the proposal. The cost would be credited once the project is in the construction phase. Mr. Strudley is also working with the Corps on developing a project management plan that identifies what will be conducted first in the design phase. Staff is expecting to receive a signed design agreement in a few months. On the State side of

the project, we still have our subventions account and that agreement is going to leverage the project management plan. Mr. Strudley has submitted a letter of intent to the Coastal Watershed Flood Risk Reduction Grant Program. The State Department of Water Resources sent back positive comments. This will allow them to submit a full application to the program which is due on November 20, 2020. Staff will be reviewing and will consider applying to other state programs that have been made public. Mr. Strudley also gave an update on the Finance and Governance Committee for this project. The Committee recently discussed the local financing needs of the project and the benefit assessment district that will need to be formed to support the approximately 42 million worth of costs that will have to be covered by the local rate payers. Brief discussion followed.

**9. OTHER BUSINESS**

**10. ADJOURNMENT**

The meeting adjourned at 9:21 a.m.

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

**BOARD MEETING DATE: September 4, 2020**

<b>Attendance (X= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)</b>				
<b>MEMBER</b>	<b>PRWFPA REP</b>	<b>Attendance</b>	<b>Item# 5</b>	<b>Item# 7.A</b>
County of Monterey	John Phillips	X	Y	Y
County of San Benito	Anthony Botelho	AB	n/a	n/a
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	Frank Bettencourt	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)





## Gutierrez Consultants

September 28, 2020

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 August 1, 2020 through August 31, 2020. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$1,098.00 and the balance remaining is \$68,414.00.

Sincerely,

Lidia Gutierrez  
Principal

*Integrated Planning and Funding Solutions*

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

Gutierrez Consultants  
 118 Diablo Ranch Court  
 Danville, CA 94506

# Invoice

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

Date	Invoice No.	Project	Service Period
09/28/20	1521		8/1/2--8/31/20

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Compile San Benito River Sediment Study TMs; prepare for and participate in August 18, 2020 Staff Working Group meeting; participate in new website design meetings/calls; review Planetaria website video	4.5	244.00	1,098.00
			<b>Total</b>	<b>\$1,098.00</b>



## Gutierrez Consultants

October 7, 2020

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 September 1, 2020 through September 30, 2020. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract. The invoice is for a total amount of \$2,684.00 and the balance remaining is \$65,730.00.

Sincerely,

Lidia Gutierrez  
Principal

*Integrated Planning and Funding Solutions*

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

Gutierrez Consultants  
 118 Diablo Ranch Court  
 Danville, CA 94506

# Invoice

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

Date	Invoice No.	Project	Service Period
10/08/20	1530		9/1/20-9/30/20

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	Prepare for and participate in September 4, 2020 FPA Board of Directors' meeting; Review Staff Working Group meeting agenda; prepare for and participate in September 15, 2020 SWG meeting; participate in team calls regarding website redesign; review IRWM materials and participate in FPA IRWM interview; review Open Space Authority project grant description; prepare Letter of Support for Open Space Authority grant application	11	244.00	2,684.00
			<b>Total</b>	<b>\$2,684.00</b>

# 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

August 31, 2020

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, and **June 5, 2020**.

This letter is our billing for services rendered in the period **August 1 through August 31, 2020**. 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 **November 6, 2020**

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

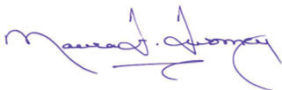
## Work Element 530 - Agency Administration

Executive Coordinator	1 hours @	\$ 242.00	\$ 242.00
Director of Finance & Administration	0 hours @	\$ 196.00	\$ -
Principal Accountant	0 hours @	\$ 120.00	\$ -
Associate Planner	0 hours @	\$ 121.00	\$ -
GIS Coordinator	4.5 hours @	\$ 186.00	\$ 837.00
Senior Executive Assistant	5 hours @	\$ 121.00	\$ 605.00
Total	<u>10.5</u>	Subtotal	<u>\$ 1,684.00</u>

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

Total now due: \$ 1,684.00

Sincerely,



Maura F. Twomey  
Executive Coordinator

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

Invoice for PRWFPA  
August 1 - August 31, 2020

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	1.00	242.00	242.00
Subtotal	<u>1.00</u>	<u>242.00</u>	<u>242.00</u>
Director of Finance & Administration			
Project 530 Admin	-	196.00	-
Subtotal	<u>-</u>	<u>196.00</u>	<u>-</u>
Principal Accountant			
Project 530 Admin	-	120.00	-
Subtotal	<u>-</u>	<u>120.00</u>	<u>-</u>
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	<u>-</u>	<u>121.00</u>	<u>-</u>
GIS Coordinator			
Project 530 Admin	4.50	186.00	837.00
Subtotal	<u>4.50</u>	<u>186.00</u>	<u>837.00</u>
Senior Executive Assistant			
Project 530 Admin	5.00	121.00	605.00
Subtotal	<u>5.00</u>	<u>121.00</u>	<u>605.00</u>
Total	<u>10.50</u>		<u>1,684.00</u>

**Tasks Completed:**

**Executive Coordinator**

Working Group meeting; Coordination of the September 5, 2020 PRWFPA Board of Directors Agenda; Meeting to discuss the progress with the PRWFPA ADA Compliant Website Redesign project.

**Director of Finance & Administration**

**GIS Coordinator**

Weekly meeting check-ins with the consultant Planeteria on the PRWFPA ADA Compliant Website Redesign project, internal staff debrief meetings regarding the PRWFPA ADA Compliant Website Redesign project, PRWFPA ADA Compliant Website Redesign assignments requiring feedback/input to consultant, and PRWFPA website postings for Board agenda.

**Principal Accountant**

**Associate Planner**

**Senior Executive Assistant**

Preparation & distribution of the August 18, 2020 Staff Working Group agenda; Attendance of the August 18, 2020 Staff Working Group meeting; Preparation & distribution of the September 5, 2020 PRWFPA Board of Directors Agenda; Website update; Meetings on August 18th & August 25, 2020 Planeteria on the PRWFPA ADA Compliant Website Redesign project.

# 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, 2020	\$ 1,039.50	\$ 43,960.50
August, 2020	\$ 1,684.00	\$ 42,276.50
September, 2020	\$ -	\$ -
October, 2020	\$ -	\$ -
November, 2020	\$ -	\$ -
December, 2020	\$ -	\$ -
January, 2021	\$ -	\$ -
February, 2021	\$ -	\$ -
March, 2021	\$ -	\$ -
April, 2021	\$ -	\$ -
May, 2021	\$ -	\$ -
June, 2021	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 2,723.50</b>	<b>\$ 42,276.50</b>
Balance Available		<u>\$ 42,276.50</u>

\* Approved by the board on 06/05/20.

# 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

September 30, 2020

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, **and June 5, 2020.**

This letter is our billing for services rendered in the period **September 1 through September 30, 2020.** 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 **November 6, 2020**

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

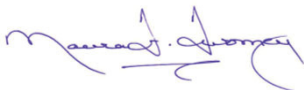
## Work Element 530 - Agency Administration

Executive Coordinator	2 hours @	\$ 242.00	\$ 484.00
Director of Finance & Administration	0 hours @	\$ 196.00	\$ -
Principal Accountant	0 hours @	\$ 120.00	\$ -
Associate Planner	0 hours @	\$ 121.00	\$ -
GIS Coordinator	6 hours @	\$ 186.00	\$ 1,116.00
Senior Executive Assistant	4 hours @	\$ 121.00	\$ 484.00
Total	<u>12</u>	Subtotal	<u>\$ 2,084.00</u>

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

Total now due: \$ 2,084.00

Sincerely,



Maura F. Twomey  
Executive Coordinator



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

Invoice for PRWFPA  
September 1 - September 30, 2020

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	2.00	242.00	484.00
Subtotal	2.00	242.00	484.00
Director of Finance & Administration			
Project 530 Admin	-	196.00	-
Subtotal	-	196.00	-
Principal Accountant			
Project 530 Admin	-	120.00	-
Subtotal	-	120.00	-
Associate Planner			
Project 530 Admin	-	121.00	-
Subtotal	-	121.00	-
GIS Coordinator			
Project 530 Admin	6.00	186.00	1,116.00
Subtotal	6.00	186.00	1,116.00
Senior Executive Assistant			
Project 530 Admin	4.00	121.00	484.00
Subtotal	4.00	121.00	484.00
<b>Total</b>	<b>12.00</b>		<b>2,084.00</b>

**Tasks Completed:**

**Executive Coordinator**

Attendance of the September 5, 2020 PRWFPA Board of Directors meeting; Coordination and preparation of the September 15, 2020 Staff Working Group agenda; Attendance of the September 15, 2020 Staff Working Group meeting.

**Director of Finance & Administration**

**GIS Coordinator**

Weekly meeting check-ins with the consultant Planeteria on the PRWFPA ADA Compliant Website Redesign project, internal staff debrief meetings regarding the PRWFPA ADA Compliant Website Redesign project, PRWFPA ADA Compliant Website Redesign assignments requiring feedback/input to consultant for sitemap and wireframe, and PRWFPA Audit IT call.

**Principal Accountant**

**Associate Planner**

**Senior Executive Assistant**

Attendance of the September 5, 2020 PRWFPA Board of Directors meeting; Preparation and distribution of the September 15, 2020 Staff Working Group agenda; Attendance of the September 15, 2020 Staff Working Group meeting; Weekly meeting check-ins with the consultant Planeteria on the PRWFPA ADA Compliant Website Redesign project.

# 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, 2020	\$ 1,039.50	\$ 43,960.50
August, 2020	\$ 1,684.00	\$ 42,276.50
September, 2020	\$ 2,084.00	\$ 40,192.50
October, 2020	\$ -	\$ -
November, 2020	\$ -	\$ -
December, 2020	\$ -	\$ -
January, 2021	\$ -	\$ -
February, 2021	\$ -	\$ -
March, 2021	\$ -	\$ -
April, 2021	\$ -	\$ -
May, 2021	\$ -	\$ -
June, 2021	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 4,807.50</b>	<b>\$ 40,192.50</b>
Balance Available		<u>\$ 40,192.50</u>

\* Approved by the board on 06/05/20.

# Atchison Barisone & Condotti

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

September 9, 2020

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 33543, which covers services from 8/1/2020 to 8/31/2020. This invoice, dated 9/9/2020, is for \$807.88. Your total balance, including past charges, is \$867.28. Prompt payment of your total balance is appreciated.

## Billing Summary

Total for services rendered	\$801.90
Total expenses	\$5.98
Total interest and finance charges	\$0.00
Total payments and other transactions	\$0.00
Total previous balance	\$59.40
<b>Balance Due</b>	<b>\$867.28</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

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Invoice submitted to:  
Pajaro River Watershed Flood Prevention Authority  
Attn: Maury Twomey  
PO Box 2453  
Seaside, CA 93955-2453

September 9, 2020

Invoice #33543

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
	<u>General</u>		
8/19/2020	APC Rec/rev A. Flores assignment re COI Code review; assign DKP task re same. General	0.10 297.00/hr	29.70
8/20/2020	DP Conflict of Interest Code - Receive and review client request to evaluate whether amendment is needed to agency conflict of interest code. Review agency conflict of interest code and research statutory requirements and FPPC guidance re same. Evaluate PRWFPA conflict of interest code for compliance with statutes and guidance. Draft email to client outlining possible compliance issues. Provide evaluation outline and recommend client ensure that all parties are identified who must make financial disclosures. General	2.70 275.00/hr	742.50
	APC Rec/rev DKP draft response re COI code; reply to same. General	0.10 297.00/hr	29.70
SUBTOTAL:		[ 2.90	801.90]
<b>For professional services rendered</b>		<b>2.90</b>	<b>\$801.90</b>

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831 423 8383

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT  
COMMUNICATION

Additional Charges :

	<u>Qty/Price</u>	<u>Amount</u>
<u>General</u>		
8/20/2020 DP Lexis Research General	1 5.98	5.98
SUBTOTAL:		[ 5.98]
<b>Total additional charges</b>		<b>\$5.98</b>
<b>For professional services rendered</b>	<b>2.90</b>	<b>\$807.88</b>
<b>Previous balance</b>		<b>\$59.40</b>
Balance due		<u>\$867.28</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.

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
807.88	0.00	59.40	0.00	0.00

# Atchison Barisone & Condotti

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

October 12, 2020

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 33562, which covers services from 9/1/2020 to 9/30/2020. This invoice, dated 10/12/2020, is for \$29.70. Your total balance, including past charges, is \$837.58. Prompt payment of your total balance is appreciated.

## Billing Summary

Total for services rendered	\$29.70
Total expenses	\$0.00
Total interest and finance charges	\$0.00
Total payments and other transactions	(\$59.40)
Total previous balance	\$867.28
<b>Balance Due</b>	<b>\$837.58</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

October 12, 2020

Invoice #33562

Professional Services

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>General</u>		
9/15/2020 APC Review/approve RAPS Contract Amendment No. 22. General	0.10 297.00/hr	29.70
<b>SUBTOTAL:</b>	[ 0.10	29.70]
<b>For professional services rendered</b>	<b>0.10</b>	<b>\$29.70</b>
<b>For professional services rendered</b>	<b>0.10</b>	<b>\$29.70</b>
<b>Previous balance</b>		<b>\$867.28</b>
Accounts receivable transactions		
9/14/2020 Payment for June 2020 Legal Fees - Thank You. Check No. 904		(\$59.40)
<b>Total payments and adjustments</b>		<b>(\$59.40)</b>
<b>Balance due</b>		<b>\$837.58</b>

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.

<u>Current</u>	<u>30 Days</u>	<u>60 Days</u>	<u>90 Days</u>	<u>120 Days</u>
29.70	807.88	0.00	0.00	0.00

CONFIDENTIAL & PRIVILEGED ATTORNEY-CLIENT  
 COMMUNICATION

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110 Stony Point, Ste 225  
 Santa Rosa, CA 95401  
 Phone: 707-843-3773

To:

**Invoice Date**  
 09 Oct 2020

**Invoice Number**  
 17850

**Due on Receipt**

# INVOICE

PRWFPA

Description	Quantity	Unit Price	Amount USD
Development, PRWFPA Website design and development			
Work done from Jul 1 - Sep 30			
	50.00	110.00	5,500.00
Phase 1 - Discovery - 15 hours			
Phase 2 - Architecture & Content Strategy - 15 hours			
Phase 3 - Visual Design - 20 hours			
		Subtotal	5,500.00
		Total No Tax 0%	0.00
		Invoice Total USD	5,500.00
		Total Net Payments USD	0.00
		<b>Amount Due USD</b>	<b>5,500.00</b>

**Due Date: 31 Oct 2020**

**Thank you for your Business!**

Please note our new Address:

**Planeteria Media,**  
**110 Stony Point, Ste 225, CA 95401**

**Phone: 707-843-3773**  
**Email: [accounting@planeteria.com](mailto:accounting@planeteria.com)**



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The 2021 PRWFPA Board of Directors meeting locations are subject to change in light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 and the shelter in place directive.

## DRAFT

### 2021 PRWFPA Meeting Calendar

<b>February 5, 2021:</b>	<b>Conference Call</b> Meeting Time: 9 am
<b>April 2, 2021:</b>	<b>Conference Call</b> Meeting Time: 9 am
<b>June 4, 2021:</b>	<b>Conference Call</b> Meeting Time: 9 am
<b>September 10, 2021:</b>	<b>Conference Call</b> Meeting Time: 9 am
<b>November 5, 2021:</b>	<b>Conference Call</b> Meeting Time: 9 am

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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:** November 6, 2020

### 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 September 30, 2020 as well as a budget-to-actual comparison for fiscal year (FY) 2020-2021. Amounts in the financial update report are unaudited.

The Balance Sheet reflects a cash balance of \$692,247.95. The accounts receivables balance is \$10,000.00 as of September 30, 2020.

The current liabilities balance is \$14,967.58. PRWFPA has sufficient current assets on hand to pay all known current obligations.

During the period of July 1, 2020 through September 30, 2020, PRWFPA incurred routine operational expenditures for contractual services. The services provided are summarized as follows:

- RAPS, Inc.: Staff Working Group (SWG) and Board of Director's agenda preparation and meeting attendance, accounting and audit related work. Website 508 ADA Compliance related work.

- Gutierrez Consultants: Work associated with new website redesign, Open Space Authority (OSA) lease agreement, SWG meeting preparation and attendance, and IRWM.
- Atchison, Barisone & Condotti: Ongoing legal services consisting of OSA Lease agreement review, comment and revision, and review of the Gonzales sale.
- Planeteria Media: ADA Compliant Website re-design.

Expenses for the period of July 1, 2020 through September 30, 2020 totaled \$16,495.08, which included professional services, and other expenses.

PRWFPA's Profit and Loss Statement reflects an excess of revenue over expense of \$64,019.92 for the period July 1, 2020 through September 30, 2020.

The following table highlights key Budget to Actual financial data:

**Budget to Actual Financial Highlights For  
Period July 1, 2020 Through September 30, 2020**

<b>Expense</b>	<b>Budget September 2020</b>	<b>Actual September 2020</b>	<b>Difference</b>
Professional Services	\$ 39,475.00	\$ 15,415.08	\$ 24,059.92
Insurance	\$ 350.00	\$ 1,080.00	\$ (730.00)
Supplies	\$ 875.00	\$ -	\$ 875.00
Travel	\$ 2,125.00	\$ -	\$ 2,125.00
<b>Total</b>	<b>\$ 42,825.00</b>	<b>\$ 16,495.08</b>	<b>\$ 26,329.92</b>
<b>Revenue</b>			
State/Local Revenue *	\$ 20,875.00	\$ 80,515.00	\$ 59,640.00

\* State/Local Revenue does not include \$87,800.00 which will be used from reserves

Professional Services are under budget primarily due to the timing of work provided by contractual obligation.

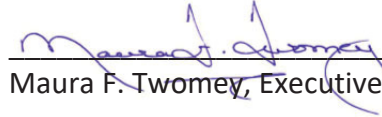
The budget reflects a linear programming of funds while actual work and related expenses are contingent on variety of factors. As a result, there will be fluctuations from budget-to-actual during the fiscal year.

**ATTACHMENTS:**

1. Balance Sheet as of September 30, 2020
2. Profit and Loss Statement: July 1, 2020 through September 30, 2020
3. Accounts Payable Aging Detail as of September 30, 2020

4. Accounts Receivable Aging Detail as of September 30, 2020
5. Check Register: July 1, 2020 through September 30, 2020

**APPROVED BY:**



---

Maura F. Twomey, Executive Coordinator

Pajaro River Watershed Flood Prevention Authority

Balance Sheet - Attachment 1

As of September 30, 2020

September 30, 2020

ASSETS

Current Assets

Cash and Cash Equivalents

Cash in Bank Checking

554,368.88

LAIF Account

137,879.07

Total Cash and Cash Equivalents

\$ 692,247.95

Accounts Receivable

Accounts Receivable

10,000.00

Total Accounts Receivable

\$ 10,000.00

TOTAL ASSETS

\$ 702,247.95

LIABILITIES & FUND BALANCE

Liabilities

Current Liabilities

Accounts Payable

14,967.58

Total Current Liabilities

\$ 14,967.58

Total Liabilities

\$ 14,967.58

Fund Balance - Unrestricted

Fund Balance - Beginning of Fiscal Year

623,260.45

Net Income/(Loss)

64,019.92

Total Fund Balance - Unrestricted

687,280.37

TOTAL LIABILITIES & FUND BALANCE

702,247.95



**Pajaro River Watershed Flood Prevention Authority**

**Profit & Loss - Attachment 2**

July 1, 2020 through September 30, 2020

**July 1, 2020 - September 30, 2020**

<b>Income</b>	
Interest	515.00
Member Dues	80,000.00
<b>Total Income</b>	<b>\$ 80,515.00</b>
<b>Expense</b>	
Gutierrez Consultants	4,270.00
Planeteria	5,500.00
Regional Analysis & Planning Services, Inc. (RAPS)	4,807.50
Insurance	1,080.00
Legal Services	837.58
<b>Total Expense</b>	<b>\$ 16,495.08</b>
<b>Net Income/(Loss)</b>	<b>\$ 64,019.92</b>

**Pajaro River Watershed Flood Prevention Authority**

**A/P Aging Detail - Attachment 3**

As of September 30, 2020

<b>Date</b>	<b>Num</b>	<b>Name</b>	<b>Due Date</b>	<b>Open Balance</b>
08/31/2020	33543	Atchison Barisone & Condotti	09/30/2020	807.88
09/17/2020	92603121	Glatfelter Insurance Group	10/17/2020	1,080.00
08/31/2020	1050	Regional Analysis & Planning Services	10/30/2020	1,684.00
09/30/2020	33562	Atchison Barisone & Condotti	10/30/2020	29.70
09/30/2020	17850	Planeteria	10/31/2020	5,500.00
08/31/2020	1521	Gutierrez Consultants	11/29/2020	1,098.00
09/30/2020	1051	Regional Analysis & Planning Services	11/29/2020	2,084.00
09/30/2020	1530	Gutierrez Consultants	12/29/2020	2,684.00
<b>Total</b>				<b><u><u>\$14,967.58</u></u></b>

Unaudited

**Pajaro River Watershed Flood Prevention Authority**

**A/R Aging Detail - Attachment 4**

As of September 30, 2020

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Open Balance</u>	<u>Paid</u>
07/01/2020	207	San Benito County Water District	07/01/2020	10,000.00	
<b>TOTAL</b>				<b><u>\$ 10,000.00</u></b>	

**PAID** = Reflects payments received subsequent to September 30, 2020.

Pajaro River Watershed Flood Prevention Authority  
**Check Register - Attachment 5**  
 July 01, 2020 through September 30, 2020

Date	Num	Name	Memo	Amount
08/27/2020	904	Atchison Barisone & Condotti	Legal services provided for the month of June 2020	59.40
08/27/2020	905	Gutierrez Consultants	Lake Floodplain Preservation Project Services & Meetings May through July 2020	7,835.00
08/27/2020	906	Regional Analysis & Planning Services	Agency Administration from May Through July 2020	8,962.50
<b>TOTAL</b>				<b><u>\$ 16,856.90</u></b>

November 6, 2020

California Office of Emergency Services  
Hazard Mitigation Assistance Branch  
Hazard Mitigation Grant Program  
3650 Schriever Avenue  
Mather, CA 95655

**Re: Letter of Support for Hazard Mitigation Grant Program application submitted by the Zone 7 Flood Control District of Santa Cruz County**

This letter is in reference to an application being prepared by the Santa Cruz County Flood Control and Water Conservation District – Zone 7 (District) for funding to initiate design and construction of the Pajaro River Bridge to Bay Project (B2B Project). The B2B Project objective is to deliver the project design and environmental documents necessary to initiate project implementation of the Highway 1 bridge and Pajaro River Reach 1 improvements in parallel with the upstream improvements being implemented separately by the US Army Corps of Engineers (USACE). While the USACE has completed a feasibility study to address deficiencies in flood risk management along the Pajaro River and tributaries, there is no Federal interest in or proposed improvements to the Highway 1 bridge and to the section of river extending downstream from Highway 1 to the Monterey Bay. It is imperative, however, to develop solutions for the State Highway 1 bridge as it is a major hydraulic choke point that could elevate flood levels by several feet even if improvements are made upstream by the USACE.

The District is requesting funding to reduce the burden on local rate payers that will participate in a local benefit assessment needed to fund project implementation. Importantly, the planned flood risk reduction project would provide a multitude of benefits to the Pajaro Valley, including flood risk reduction for the Disadvantaged and Severely Disadvantaged City of Watsonville and Town of Pajaro and protection of high value agricultural land that contributes to a \$1 billion berry and truck crop market. Additional project benefits include groundwater recharge, environmental and habitat improvements, and recreational enhancements.

The Pajaro River Watershed Flood Prevention Authority (FPA) appreciates the opportunity to support this regionally important and critically needed project. The FPA was established by the California State Legislature in 2000 to “identify, evaluate, fund and implement flood prevention and control strategies in the Pajaro River Watershed on

an intergovernmental basis.” The Pajaro River watershed encompasses a 1,310 square mile region terminating in the Monterey Bay. The FPA is made up of the four counties and flood management agencies in the watershed, including:

County of Santa Clara  
Santa Clara Valley Water District (now Valley Water)  
County of San Benito  
San Benito County Water District  
County of Santa Cruz  
Santa Cruz County Zone 7 Flood Control District  
County of Monterey  
Monterey County Water Resources Agency

The geographical nature of the watershed made it critical that a Joint Powers Authority representing the entire watershed work together to develop a sustainable flood protection strategy. The eight Directors of the FPA represent the interests of their respective counties and flood districts but share the regional support of flood protection improvements for the lower Pajaro River watershed. The FPA has worked to preserve flood attenuation benefits of the upper watershed through the acquisition of flood easements in the Soap Lake Floodplain. The FPA will continue to identify and implement flood management opportunities throughout the watershed in support of flood protection for the lower Pajaro River communities, consistent with our mission. As part of our effort, the FPA with the eight member agencies, affirms its strong support for the grant application to secure funding for the design and construction of the B2B Project in parallel with the Pajaro River Flood Risk Reduction project. We look forward to the Santa Cruz County Flood Control and Water Conservation District – Zone 7 and the Monterey County Water Resources Agency implementing this project.

Sincerely,

Nancy Bilicich  
Chair of the PRWFPA

cc:

Dr. Mark Strudley, Program Manager, Santa Cruz County Flood Control and Water Conservation District – Zone 7  
Shaunna Murray, Senior Water Resource Engineer, Monterey County Water Resources Agency

### 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