



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

PLEASE NOTE: Board meeting Agenda and supporting documents can be viewed online no later than 1:00 p.m. on Wednesday, November 1, 2023, at [sfcjpa.org](https://www.sfcjpa.org) -- click on the "Meetings" tab near the top. The Board Meeting package will be emailed to those on our Board Meeting distribution list prior to the Board meeting date. Contact SFCJPA Board Clerk, Miyko Harris-Parker at MHParker@sfcjpa.org if you are not on this list and would like to be added.

San Francisquito Creek Joint Powers Authority
November 2, 2023, Special Meeting of the Board
Agenda Item 3
September 28, 2023, Regular Board Meeting Minutes
DRAFT

Director Combs called the meeting to order at 3:36 p.m., at the City of Palo Alto Council Chambers, Palo Alto, CA. This meeting was conducted as a hybrid meeting with all attending members of the Board in person and other meeting attendees participating either in person or virtually via streaming video/ teleconference call.

Public input was solicited on each item and all public comments received are noted herein.

1) ROLL CALL

Members Present: Director Drew Combs, City of Menlo Park
Director Ruben Abrica, City of East Palo Alto
Director Rebecca Eisenberg, Santa Clara Valley Water District (Valley Water)
(Not present at roll call)
Director Dave Pine, San Mateo County Flood and Sea Level Rise Resiliency
District (OneShoreline)

Members Absent: Director Greer Stone, City of Palo Alto

Alternates Present: Director Lydia Kou, City of Palo Alto

SFCJPA Staff Present: Margaret Bruce, Executive Director (In person)
Miyko Harris-Parker, Staff (In person)
Tess Byler, Staff (In person)

Legal Present: Lori Liu (In Person)

2) APPROVAL OF AGENDA

ACTION: Motion and second (Abrica/Pine) to approve the agenda, passed 4-0.

Roll call vote:
Director Combs Aye
Director Abrica Aye
Director Kou Aye
Director Pine Aye

Director Eisenberg was not present at the time of vote.
Director Stone not present.

3) APPROVAL OF MEETING MINUTES: Minutes of June 8, 2023, Special Board Meeting, Minutes of June 22, 2023, Regular Board Meeting, Minutes of August 24 Regular Board Meeting.

ACTION: Motion and second (Abrica/Pine) to approve the agenda, passed 4-0.

ACTION: Motion and second (Combs/Kou) to approve the June 8, 2023, Special Board meeting minutes with amended changes, passed 4-0.

Roll call vote:
Director Combs Aye
Director Abrica Aye
Director Kou Aye
Director Pine Aye

Director Eisenberg was not present at the time of vote.
Director Stone not present.

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4) PUBLIC COMMENT

Public comment made by Trish Mulvey who requested an update on sediment buildup near Highway 101 be agendized for an upcoming meeting.

Jerry Hearn spoke about the coastal clean-up day on September 23 at two locations in the creek, and the San Mateo County Climate Summit on October 11, 2023.

Director Eisenberg arrived at 3:42 pm.

5) INFORMATION ITEMS

Weather Monitoring: Demonstration of Rain and Stream Flow Gages

Sr. Project Manager Tess Byler provided a demonstration of the rain and stream flow gages.

Conflict of Interest Code – Notice of Intent to Amend. Reposting to comply with the FPPC's requirements for specific language in the notice.

SFCJPA Legal representative, Lori Liu, provided a summary of the need to repost the notice of intent to amend the conflict-of-interest code.

Executive Director's Report

Executive Director Margaret Bruce presented the Executive Director's report.

6) BOARD MEMBER ANNOUNCEMENTS, INFORMATION ITEMS, AND REQUESTS (INFORMATION ONLY)

None.

7) ADJOURNMENT

Adjourned at 4:43 pm.

Minutes drafted by Clerk of the Board: Miyko Harris-Parker.

San Francisquito Creek Joint Powers Authority
November 2, 2023, Special Meeting of the Board
Agenda Item 3
September 28, 2023, Special Closed Session Board Meeting Minutes
DRAFT

Director Combs called the meeting to order at 4:47 p.m., at the City of Palo Alto Council Chambers, Palo Alto, CA.

Public input was solicited on each item and all public comments received are noted herein.

1) ROLL CALL

Members Present: Director Drew Combs, City of Menlo Park
Director Ruben Abrica, City of East Palo Alto
Director Rebecca Eisenberg, Santa Clara Valley Water District (Valley Water)
Director Dave Pine, San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline)

Members Absent: Director Greer Stone, City of Palo Alto

Alternates Present: Director Lydia Kou, City of Palo Alto

SFCJPA Staff Present: Margaret Bruce, Executive Director (In person)
Miyko Harris-Parker, Staff (In person)
Tess Byler, Staff (In person)

Legal Present: Lori Liu (In Person)

2) APPROVAL OF AGENDA

ACTION: Motion and second (Eisenberg/Abrica) to approve the agenda, passed 5-0.

Roll call vote:
Director Combs Aye
Director Abrica Aye
Director Eisenberg Aye
Director Kou Aye
Director Pine Aye

Director Stone not present.

3) PUBLIC COMMENT

None.

4) CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Section 54956.9(d)(2) - one case, tender from Santa Clara Valley Water District to the Authority for the defense of Scott R. Yeaman v. Santa Clara Valley Water District, Court Case No. 20CV369378.

Adjourn to closed session 4:49 pm.
Re-adjourn to open session 5:20 pm.

No report out.

5) ADJOURNMENT

Adjourned at 5:20 pm.

Minutes drafted by Clerk of the Board: Miyko Harris-Parker.

Caltrain San Francisco Creek Bank Stabilization Project

SFCJPA Board Meeting
November 2, 2023, Special
Meeting of the Board

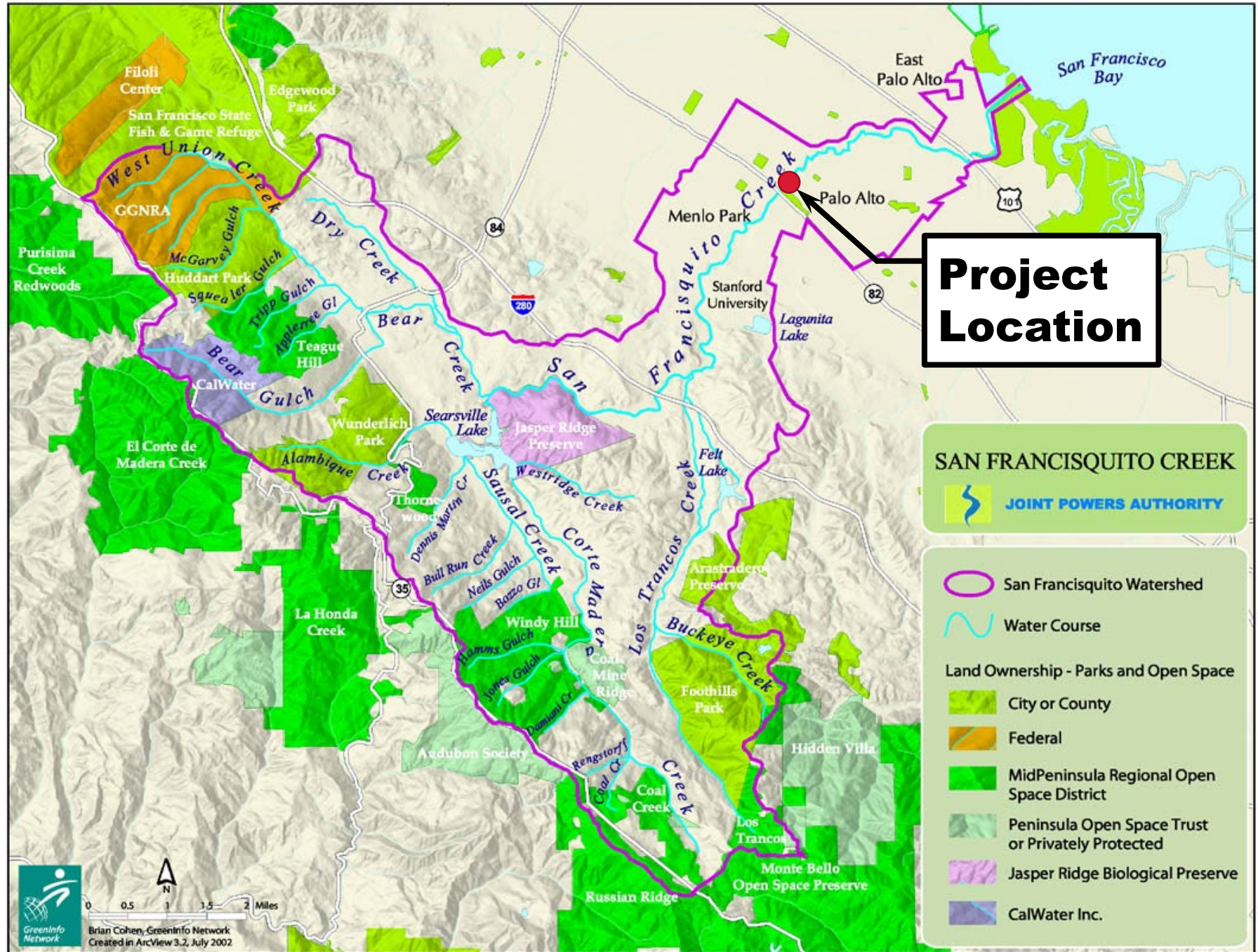


Welcome & Introduction

Caltrain Staff

- Robert Barnard, Deputy Chief, Rail Design & Construction
- Navi Dhaliwal, Government & Community Affairs Officer
- Mike Boomsma, Project Manager for Stabilization Project

Caltrain San Francisquito Creek Bank Stabilization Project



Issue Orientation

Recent winter storms and high creek flows resulted in substantial erosion along the north bank of the San Francisquito Creek.

If no action is taken, continued erosion would structurally undermine (from left to right):

- **Rail bridge** owned by Caltrain
- **Drain outfall** owned by City of Menlo Park
- **Alma Street Bicycle Bridge** maintained by City of Palo Alto



Issue Orientation

Caltrain proactively initiated a project to stabilize the north creek bank to protect these community assets.



Collaborative Partners

Caltrain was privileged to develop a solution in close collaboration with:

- San Francisquito Creek Joint Powers Authority (SFCJPA)
- City of Menlo Park
- City of Palo Alto

Collaborative Partners

Together, Caltrain, the City of Menlo Park, and the City of Palo Alto:

- Entered into a trilateral project agreement
- Developed 15%, 35%, 65% and 100% stabilization designs
- Shared all designs for feedback from the SFCJPA and Stanford University
- Obtained nearly all permits required for construction of the project

Design Solution

The **permanent stabilization** design achieves the following objectives:

- **Stabilizes** the creek bank that supports the two bridges and drain outfall
- **Reduces** 100-year flood elevation and creek velocity
- **Improves** water quality
- **Enhances** habitat for aquatic and upland species
- **Protects** the existing south creek embankment and El Palo Alto

Permitting Process

The design was developed based on **early and iterative** consultation with:

- US Army Corps of Engineers (USACE)
- California Department of Fish and Wildlife (CDFW)
- San Francisco Bay Regional Water Quality Control Board (RWQCB)

Permit applications were **submitted as early as possible** based on the availability of survey data, advanced designs, and hydraulic modeling results.

Current Status

- The project has received permits from CDFW, RWQCB, the City of Menlo Park, and the City of Palo Alto.
- Caltrain continues to work with USACE to obtain a Section 404 permit.
- Caltrain was not able to implement the **permanent** stabilization project during the 2023 dry season.

Next Steps

Caltrain, in **collaboration** with our City and agency partners, will:

- **Monitor** the condition of the creek bank throughout the 2023-2024 wet season
- If conditions of the creek bank warrant emergency action, **implement temporary** stabilization measures to protect the two bridges and drain outfall
- Caltrain has a **construction contractor** on standby to implement a temporary stabilization project during the 2023-2024 winter
- **Implement permanent** stabilization project during the 2024 dry season

2023-2024 Winter Contingency Plan

In case winter storms **further impact** creek bank stability and require emergency action, Caltrain is preparing a temporary stabilization plan intended to:

- **Protect** Palo Alto's, Menlo Park's, and Caltrain's community and cultural assets
- Be constructable in a **short timeframe** during high creek flows
- Minimize encroachment into the creek and **not exacerbate flood risk**
- Prioritize materials that can be **reused** in the 2024 dry season stabilization project
- **Minimize** overall footprint and impacts on water quality and aquatic habitat

Questions



Agenda Item 7.A. Budget Review

Background

Each year staff presents a budget review for the Board's information, showing the approved budget amounts for the fiscal year, followed by actual spending to date.

Discussion

The overall spending to-date is 21% of budgeted expenses. We are approximately four months through the fiscal year. Expenditures are on track for the first quarter.

San Francisquito Creek Joint Powers Authority -- FY 2023-2024 Operating Budget

REVENUES:

Member Agency Contr (\$422,772.75 X 5)	\$	2,113,863	\$	2,113,863
Interest	\$	10,000	\$	16,018
Total Revenues	\$	2,123,863	\$	2,129,881

7/01/2023 - 10/22/2023 Percent of Budget
Approved Budget Actual spent to date

EXPENSES

Acct.	Description	Amount	Amount	Amount
Personnel				
1	Executive Director Salary	\$ 185,000	\$ 50,757	
2	Finance & Admin. Mgr./Clerk of the Board Salary	\$ 131,044	\$ 45,254	
3	Senior Project Manager	\$ 134,843	\$ 41,735	
4	Senior Project Manager	\$ 138,214	\$ 39,436	
5	Internship Program	\$ 17,000	\$ 2,510	
6	COLA	\$ 31,389	\$ -	
7	Employee Benefits	\$ 260,000	\$ 58,061	
8	Membership Dues	\$ 13,000	\$ 1,750	
9	Payroll Administration/Fees	\$ 3,500	\$ 854	
10	Employer Taxes	\$ 85,000	\$ 20,216	
Subtotal Personnel		\$ 998,990	\$ 260,572	26%
Contract Services				
11	Legal Counsel	\$ 150,000	\$ 43,227	
12	Auditor	\$ 20,000	\$ -	
13	Project Consultants (Flood Early Warning System, Ad Hoc Technical services, etc.)	\$ 110,000	\$ 2,379	
	Reach II	\$ 100,000	\$ 9,619	
	Upstream Detention (Reach III) Project expenses	\$ 50,000	\$ -	
	Cap 205	\$ 155,000	\$ -	
	Reach 1 O & M	\$ 140,000	\$ 24,772	
Subtotal Contract Services		\$ 725,000	\$ 79,996	11%
Administrative				
14	Computers/Software/Support	\$ 8,500	\$ 1,400	
15	Meeting Supplies	\$ 5,000	\$ 387	
16	Travel/Training	\$ 9,000	\$ 315	
17	Office Supplies	\$ 2,000	\$ -	
18	Telecommunication	\$ 7,500	\$ 2,773	
19	IT	\$ 20,000	\$ 9,380	
20	Postage	\$ 500	\$ 19	
21	Printing/Design	\$ 1,500	\$ 284	
22	Website	\$ 5,000	\$ 836	
23	Liability Insurance	\$ 17,500	\$ 15,681	
24	Office Lease	\$ 43,000	\$ 13,803	
25	Office furniture/maintenance	\$ 500	\$ -	
Subtotal Administrative		\$ 120,000	\$ 44,878	37%
General Contingency				
26	General Contingency	\$ 35,000	\$ 1,585	5%
Total Expenses		\$ 1,878,990	\$ 387,032	21%

Executive Director's Report, November 2, 2023

Pre-Winter Preparation

October 26 Community Event - Focused on Winter Storm Safety and Preparedness, this in-person event, with simultaneous Spanish interpretation featured presentations and a live sand-bag demonstration by community safety and public works leaders from our member agencies. The event was attended by approximately 25 community members.

A second targeted storm safety event is planned for November 16; we are coordinating this event with East Palo Alto property owner Sandhill Properties for their residents.

Communications and Community Outreach – We have been meeting with the Public Information Officers from our member agencies so that SFCJPA staff have a clear understanding of our member's schedules, processes, and practices for social media and newsletter outreach. This will enable us to share consistent information broadly and quickly about storm events and weather conditions, as needed. Additionally, our existing relationships with Climate Resilient Communities and Nuestra Casa will allow broader reach of key storm messages through these trusted community partners.

Member City Public Works Teams and Valley Water Coordination – SFCJPA staff continues to have regular calls among public works and appropriate Valley Water personnel to proactively prepare for predicted El Niño conditions this coming winter.

Sediment Management West Bayshore and Highway 101 – Caltrans maintenance management provided a workplan for San Francisquito Creek Bridge sediment removal that include near-term, intermediate, and long-term actions and needs.

SFCJPA board members Abrica and Combs met with the Director of California Department of Transportation (Caltrans) District 4 and senior management regarding sediment management issues. This conversation resulted in action items, including exploration of the potential to add CalTrans sediment management to existing or potential future Reach 2 project permits, updating CalTrans contacts for inclusion in the MAC, and data and information sharing with CalTrans regarding current and future information on creek hydrology and sediment transport. A working group will be formed to explore and work on ways to resolve complex logistical, legal, regulatory, and jurisdictional issues of sediment management.

Rainfall and Streamflow monitoring – Working with our contractor, Balance Hydrologics and Valley Water, we are improving our rainfall and streamflow monitoring systems by installing redundant monitoring stations to reduce the system's vulnerability to single point failures (as occurred during last year's storms) and have allocated time and costs for any and necessary maintenance and monitoring of the tools themselves.

Vegetation removal from the accumulated sediment at West Bayshore is being planned for early December. This will assist in mobilizing the sediment in winter flows.

Reach 2 Project Updates -

Newell Road Bridge - The SFCJPA is acting as the lead agency on permitting requirements for the City of Palo Alto's Newell Bridge Replacement Project. Draft permit applications have been submitted and we are responding to requests for additional information. Permits are anticipated to be secured late this fall.

The City of Palo Alto is also coordinating with PG&E and Caltrans. The City of Palo Alto plans to initiate the construction bid process in approximately two months, and the schedule for Newell Bridge construction is still expected to be in 2024.

Reach 2 Channel and Bank Survey and Independent Analysis of Hydrologic Models – This work is in its final stages. The SFCJPA staff have been in close coordination with our consultants at Schaaf & Wheeler and our project partners at Valley Water. We anticipate providing a report to the Board at the November 16 Board meeting.

SAFER Bay Project -

San Francisco Bay Restoration Authority (SFBRA) Board Tour – This was conducted on October 6, 2023. The event included multiple stops – MLK Park and a walk to O'Connor Pump Station, Cooley Landing, and the Highway 84 Dumbarton Bridge landing. The tour was attended by approximately 50 people, in addition to the SFBRA and JPA staff members supporting the tour. Attendees include local elected officials, many community members, as well as representatives from resource agencies and community-based organizations.

Grants and Funding

Staff continues to review and respond to grant or legislative office funding opportunities for our projects.

Staff attended a kick off meeting on October 16 for [Bay Area Integrated Water Resource Prop 1, Round 2 funding from DWR](#) administered by San Francisco Estuary Partnership (ABAG/MTC). The \$3.7M funding will be used for the widening sites in the Urban Reach 2 project.

Administration and Operations

SFCJPA Members' Agreement Update – The recent update has been approved by all member agencies. We are coordinating the final, signed, and conformed copies to be distributed to all members.

Creek Project Tours for Board Members and Board Alternates – These tours have been completed for all board members and alternates available to attend and additional council or board members that were interested. We hope members have found these useful and informative. Staff appreciate their time and interest.

Presentations to SFCJPA member agency boards or councils – As requested, organizational overviews and brief project updates have been scheduled and completed for three of five members – East Palo Alto, Menlo Park, and OneShoreline. We look forward to presenting to Valley Water and Palo Alto when their agenda schedules permit.

Advocacy

In anticipation of future funding needs and funding opportunities the Executive Director is planning an advocacy trip to Washington DC in early November. We are coordinating with the local and Washington DC offices of our federal representatives, and others, to set up meetings. Information materials to share with legislative staff and other stakeholders are being prepared.

Reminders

The SFCJPA has obtained JPA-owned mobile phones for all employees.

Name	Position	New Work Cell Number
Margaret Bruce	Executive Director	650 384-7850
Kevin Murray	Senior Project Manager	650 380-9164
Tess Byler	Senior Project Manager	650 304-4998
Miyko Harris-Parker	Finance & Administration Manager & Clerk of the Board	650 304-2362

Please be sure that you have updated your SFCJPA staff cell phone contact details.

Board Meeting dates for the remainder of the year – November's and December's meetings are on the third Thursday of the month due to holiday schedules. Meeting times remain unchanged and begin at 3:30 pm.

The next meetings are –

November 16, 2023 – Hosted at the City of Palo Alto's City Council Chambers

December 21, 2023 – Hosted at the City of Menlo Park's City Council Chambers



Artificial bodies of water, modern



SAN FRANCISQUITO CREEK

JOINT POWERS AUTHORITY

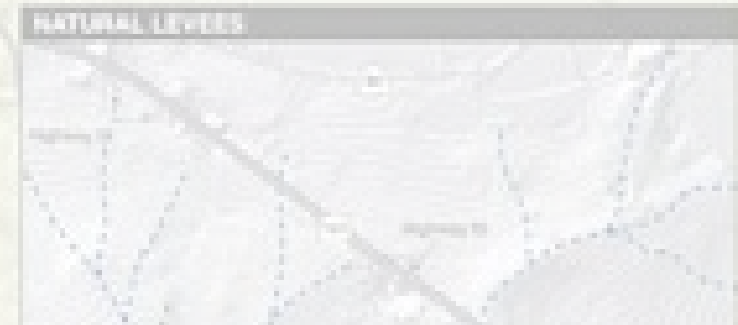
Special Meeting of the Board of Directors
November 2, 2023

Bear Creek subwatershed

Corte Madera Creek subwatershed

San Francisco Creek subwatershed

Los Trancos Creek subwatershed





Artificial bodies of water, modern

AGENDA

Members of the Public may speak on any agenda item for up to three minutes

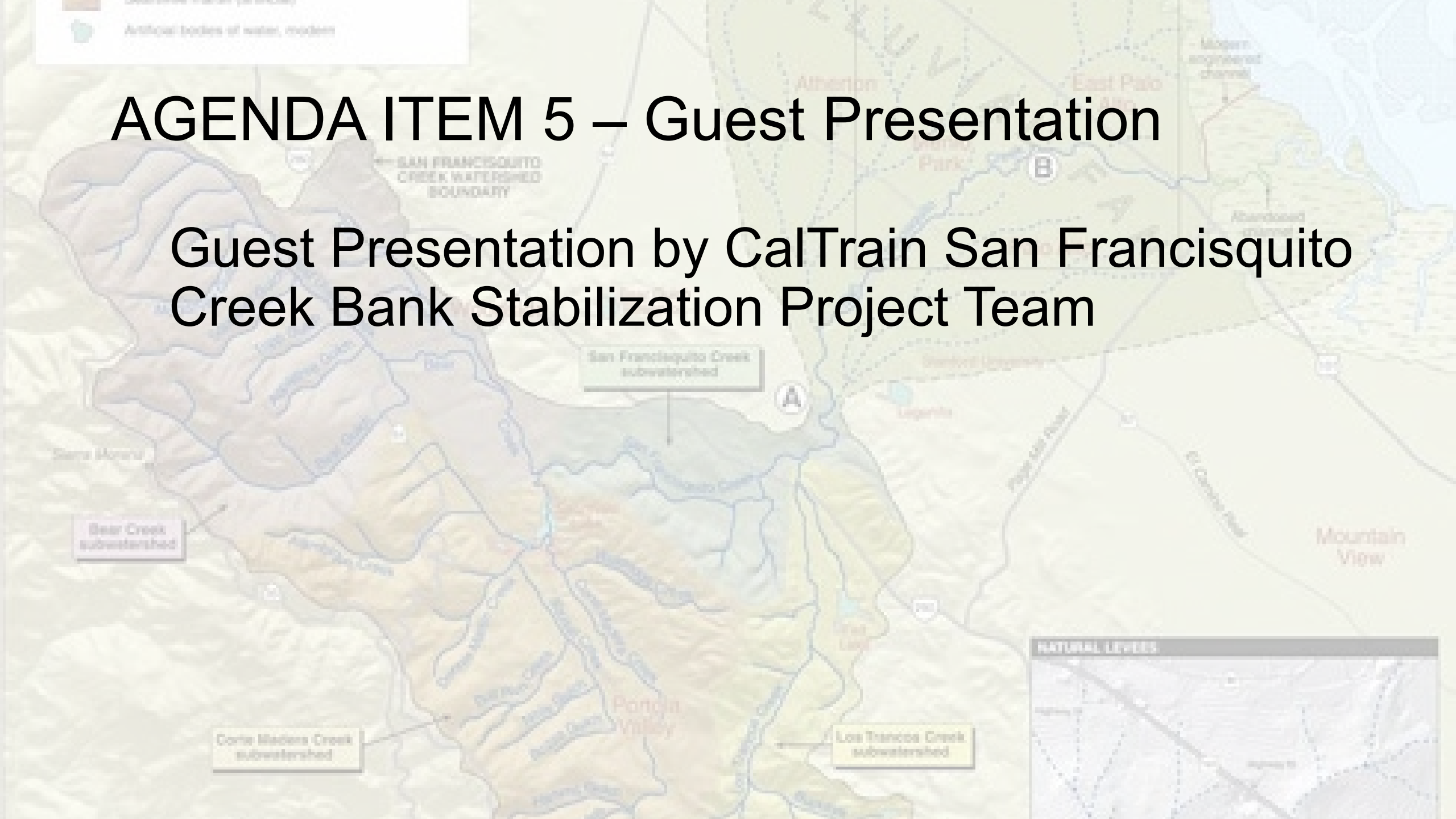
1. ROLL CALL
2. APPROVAL OF AGENDA: Changes or additions to the agenda.
3. Approval of Draft Minutes: September 28, 2023
4. PUBLIC COMMENT: Individuals may speak on a non-agendized topic for up to three minutes on a topic within the SFCJPA's jurisdiction.

Members of the public speaking in person should submit a speaker card to the Clerk of the Board, indicating which agenda item or items they wish to speak about, in order to be recognized. When the agenda item is called, please stand at the podium and speak clearly.

Members of the public speaking via video conference should raise their hand, indicating their desire to ask a question or comment. They will be recognized by the Clerk of the Board and once unmuted and recognized, please speak clearly.

AGENDA ITEM 5 – Guest Presentation

Guest Presentation by CalTrain San Francisquito Creek Bank Stabilization Project Team

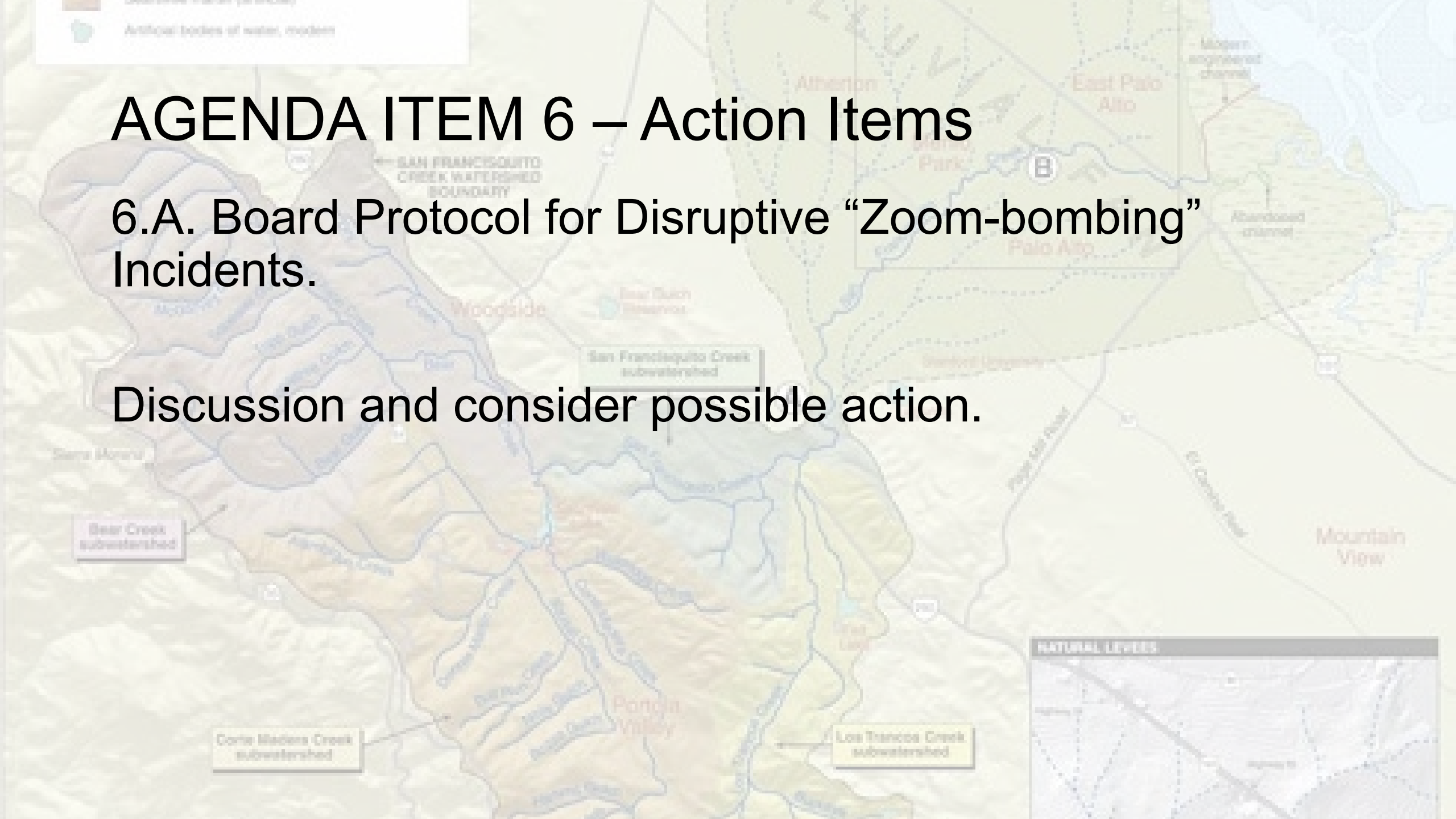


Artificial bodies of water, modern

AGENDA ITEM 6 – Action Items

6.A. Board Protocol for Disruptive “Zoom-bombing” Incidents.

Discussion and consider possible action.



A topographic map of the San Francisco Creek Watershed. The map shows various subwatersheds: Bear Creek, Corte Madera Creek, Portola Valley, and Los Trancos Creek. It also identifies several artificial water bodies: Bear Gulch Reservoir, San Geronimo Reservoir, and Los Trancos Reservoir. A legend in the top left corner indicates that blue areas represent 'Artificial bodies of water, modern'. The map includes labels for cities like Woodside, Atherton, Palo Alto, and Mountain View, as well as landmarks like Sycamore Park and the San Francisco Peninsula. A dashed line indicates the watershed boundary. A small inset map in the bottom right corner, titled 'NATURAL LEVELS', shows the watershed's natural drainage patterns. A white box in the top left corner contains the legend text.

AGENDA ITEM 7 – Information Items

7.A. Budget/Finance Year-to-Date Expenditures Report

First quarter expenditures are tracking with what has been budgeted for the year.

Agenda Item 9

ADJOURNMENT

