



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

Notice of Regular Meeting of the Board of Directors

Thursday, June 23, 2022

3:30 P.M.

Due to the risk of COVID-19 transmission, this meeting will be held remotely via video/teleconference pursuant to Government Code Section 54953(e) (Assembly Bill 361). Members of the public may observe or participate in this meeting by joining the meeting online through the Zoom link provided below or by joining the meeting with a telephone by dialing the Zoom teleconference number provided below.

You may provide public comment during the meeting: (1) by using the chat function and typing your question or comment, (2) if you are joining online, by selecting the raise your hand function and speaking when called upon, or (3) if you are joining by phone, by pressing*9 to raise your hand and *6 to mute/unmute yourself and to speak. If you experience technical problems with the Zoom meeting, please contact the Clerk of the Board at the phone number or email listed at the bottom of this Agenda.

If you require an accommodation pursuant to the Americans with Disability Act, please contact the Clerk of the Board at the phone number or email listed at the bottom of this Agenda by 10:00 am on the day of the meeting.

You are invited to a Zoom meeting.

When: Jun 23, 2022 03:30 PM Pacific Time (US and Canada)

Register in advance for this meeting:

<https://us02web.zoom.us/meeting/register/tZ0vf-mhpzktH9HhWozoSr7aT5Yf7nd4JgH4>

After registering, you will receive a confirmation email containing information about joining the meeting.

Agenda

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF AGENDA: Changes or additions to the agenda.
3. APPROVAL OF MEETING MINUTES: April 28, 2022, Regular Meeting. May 26, 2022, Regular Meeting.
4. PUBLIC COMMENT: *Individuals may speak on a non-agendized topic for up to three minutes.*

REGULAR BUSINESS

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

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SFCJPA.ORG



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

5. CONSENT AGENDA

- A. Consider adopting a resolution reconsidering the circumstances of the COVID-19 state of emergency and making findings to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(e).

6. ACTION ITEMS

- A. Discussion and potential action on Draft Budget for FY 22/23
- B. Review and consider resolution adopting the FY 22/23 Salary Schedule

7. INFORMATION ITEMS

- A. Special report on the SAFER Bay project with updates from agency partners
- B. Executive Director's Report

8. CLOSED SESSION

- A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Property: 845 Oak Grove Avenue, Menlo Park, CA
Agency negotiator: Margaret Bruce
Negotiating parties: Nick Lycette on behalf of Richard Calcaterra & Melissa F. Freeman
Under negotiation: Price and terms of payment

9. BOARD MEMBER COMMENTS, INFORMATION ITEMS, REQUESTS and ANNOUNCEMENTS (Information only)

10. ADJOURNMENT

PLEASE NOTE: Board meeting Agenda and supporting documents related to items on the Agenda can be viewed online by 3:30 p.m. by Monday May 23, 2022, at sfcjpa.org -- click on the "Meetings" tab near the top.

SFCJPA REGULAR BOARD MEETING

JUNE 23, 2022



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

AGENDA

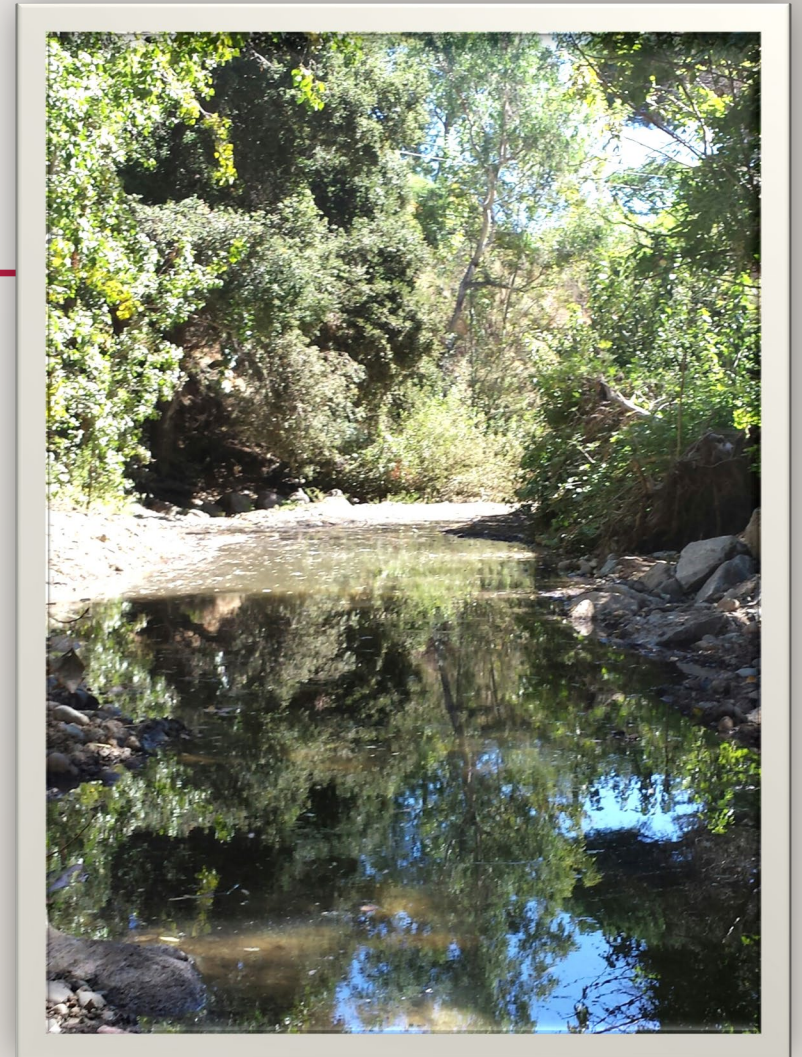
MEMBERS OF THE PUBLIC MAY SPEAK ON ANY AGENDA ITEM FOR UP TO THREE MINUTES

1. ROLL CALL

2. APPROVAL OF AGENDA: CHANGES OR ADDITIONS TO THE AGENDA.

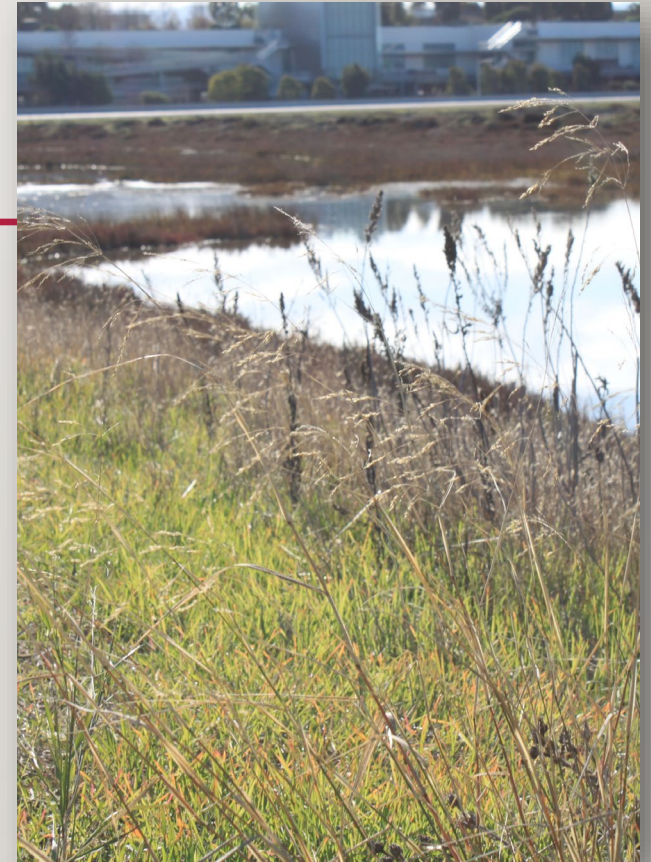
3. APPROVAL OF MEETING MINUTES: APRIL 28 2022, AND MAY 26, REGULAR BOARD MEETINGS

4. PUBLIC COMMENT: INDIVIDUALS MAY SPEAK ON A NON-AGENDIZED TOPIC FOR UP TO THREE MINUTES ON A TOPIC WITHIN THE SFCJPA'S JURISDICTION.



AGENDA ITEM 5 – CONSENT AGENDA

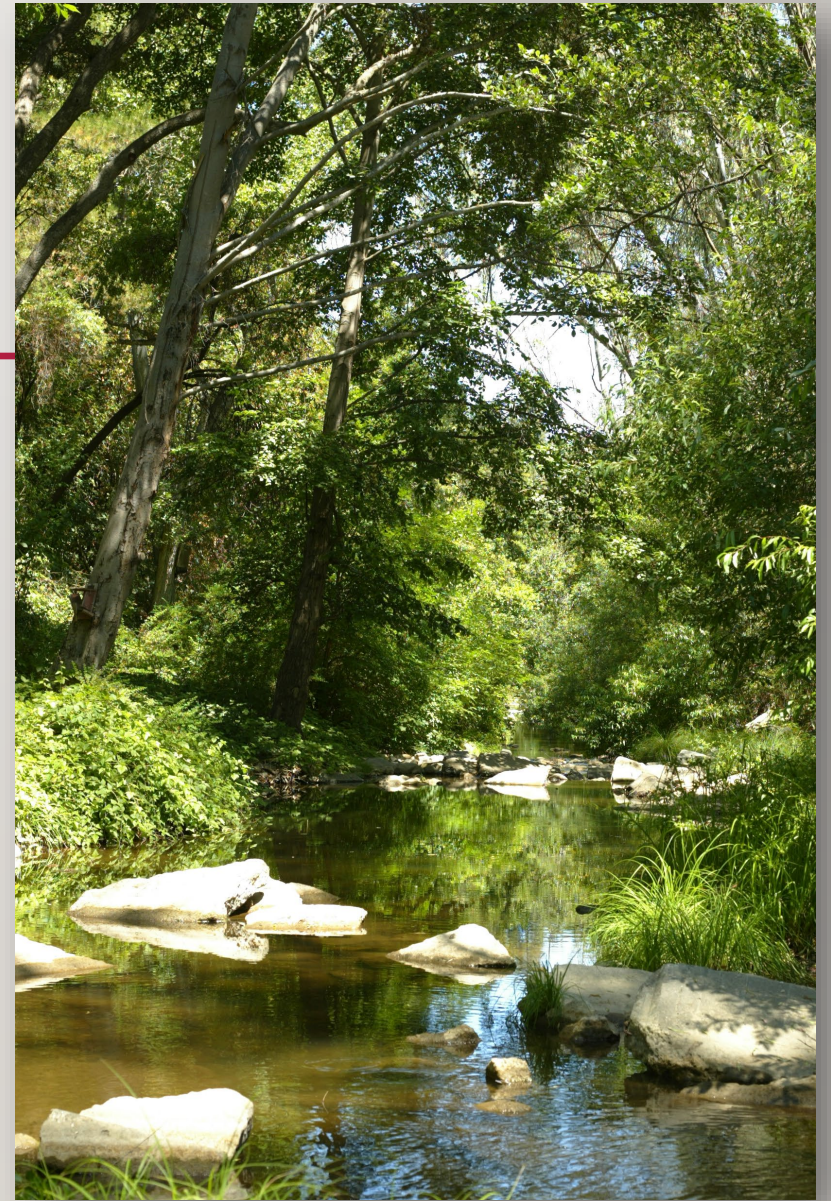
5.A Consider adopting a resolution reconsidering the circumstances of the COVID-19 state of emergency and making findings to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(e).



AGENDA ITEM 6.

ACTION ITEMS – FY 22/23 BUDGET

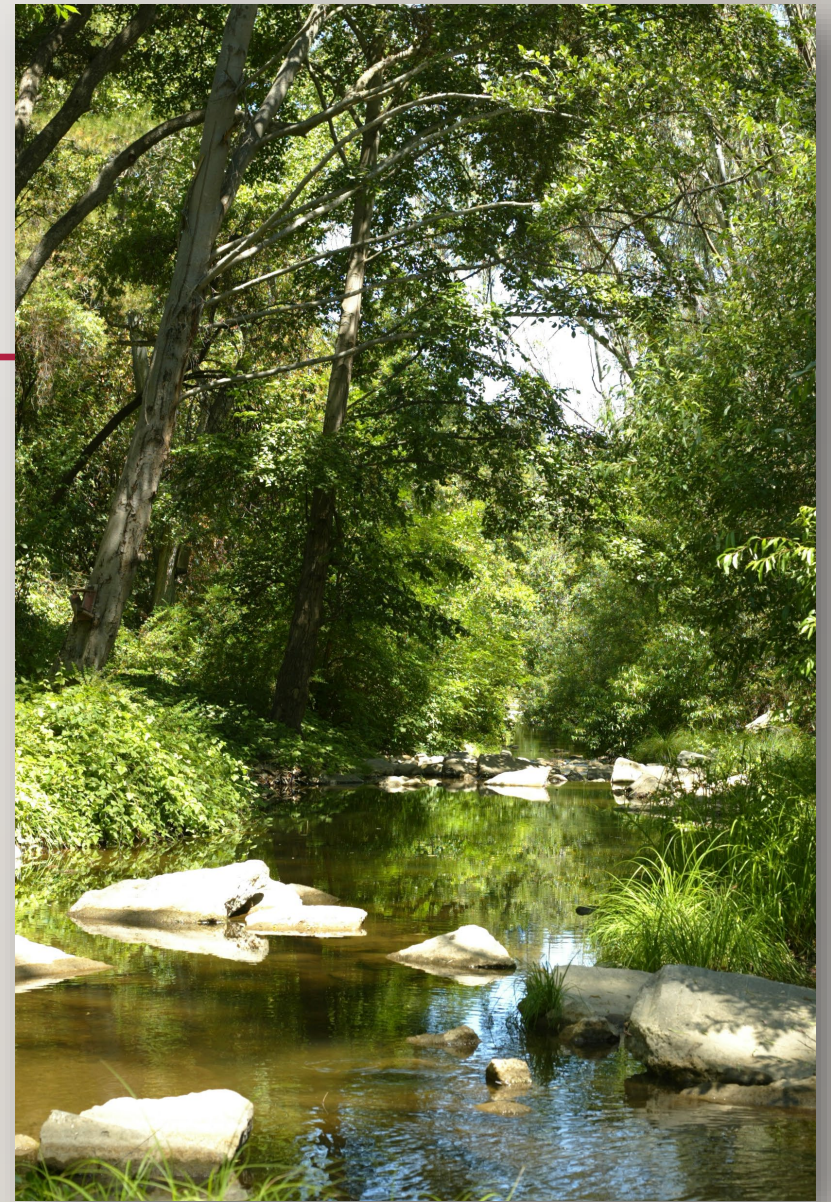
**6.A. Discussion and potential action on
Draft Budget for FY 22/23**



AGENDA ITEM 6.

ACTION ITEMS

B. Review and consider resolution adopting updated Salary Schedule.



AGENDA ITEM – 7 INFORMATION ITEMS

7.A. THE SAFER BAY PROJECT, SEA LEVEL RISE AND RELATED SHORELINE PROJECTS

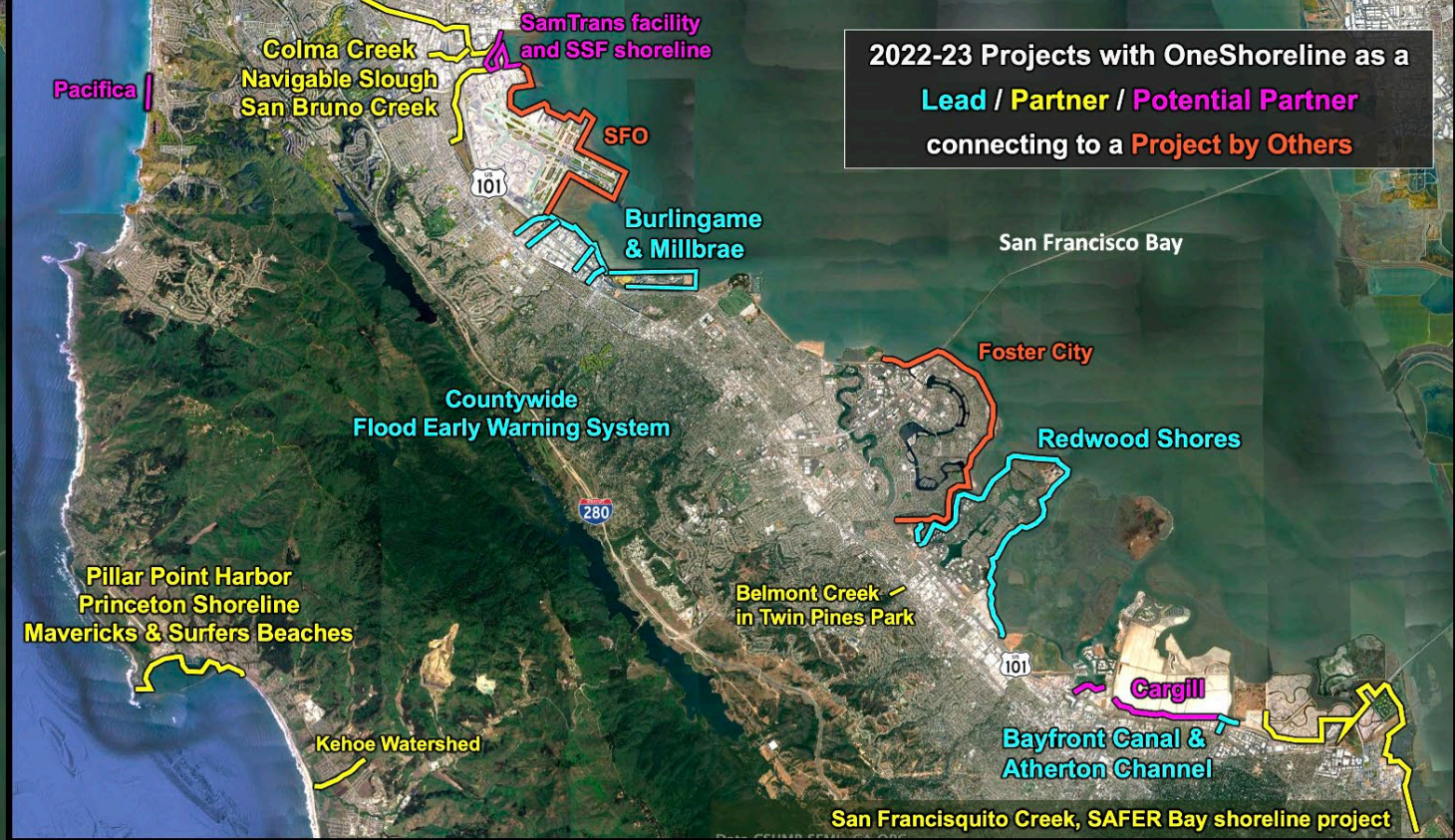
**A SPECIAL REPORT WITH UPDATES FROM
MEMBER AGENCIES**

THE SAFER BAY PROJECT

The SFCJPA's historical involvement in shoreline activities has included -

- 2009 Board recognized overlapping flood risk in East Palo Alto
- 2013 Board authorized feasibility study. M.P./E.P.A. FS published in 2016
- 2014 Board authorized feasibility study for P.A. FS published in 2018.
- JPA Participation in the Dumbarton West Approach resiliency study, published June 2020.
- Grants: Coastal Commission, DWR, HMGP, BRIC, Measure AA
- Collaborations: Menlo Park, East Palo Alto, SBSRP, and more.

OneShoreline's Bay Program to align and connect the protection and enhancement of the entire 53 miles of San Mateo County's shoreline



2022-23 Projects with OneShoreline as a **Lead / Partner / Potential Partner** connecting to a **Project by Others**

Resilience projects should be:

- Large enough to address a connected problem for decades
- Small enough to be managed by a lead agency

OneShoreline focuses on efforts that:

- Align and connect multiple jurisdictions
- Provide multiple long-term benefits
- Have strong local support and clear roles





Palo Alto Sea Level Rise Vulnerability Assessment and Adaptation Plan



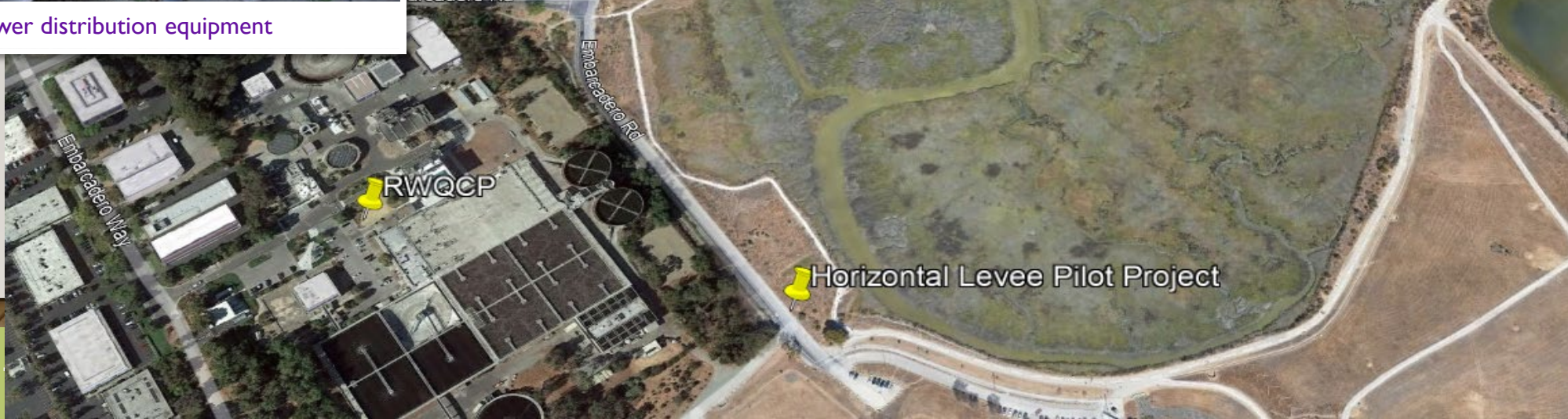
RWQCP INFRASTRUCTURE ADAPTATION



Elevated power distribution equipment



New wastewater effluent outfall



Palo Alto Horizontal Levee Pilot Project

Construction: 2024

San Francisco Bay

Flood Basin

Palo Alto Baylands

Palo Alto Airport

Embarcadero Road

Byxbee Park

Regional Water Quality Control Plant



Shoreline Phase II Feasibility Study

- Complete Study: 2025
- Project partners: USACE (Fed), Valley Water and Coastal Conservancy (Non-Fed sponsor), City of Palo Alto



Palo Alto Flood Basin Tide Gate Structure Replacement Project

- Construction starts: 2023 (Sept – Jan)
- Construction completed: 2026 (Dec)
- Project partners: Valley Water, City of Palo Alto

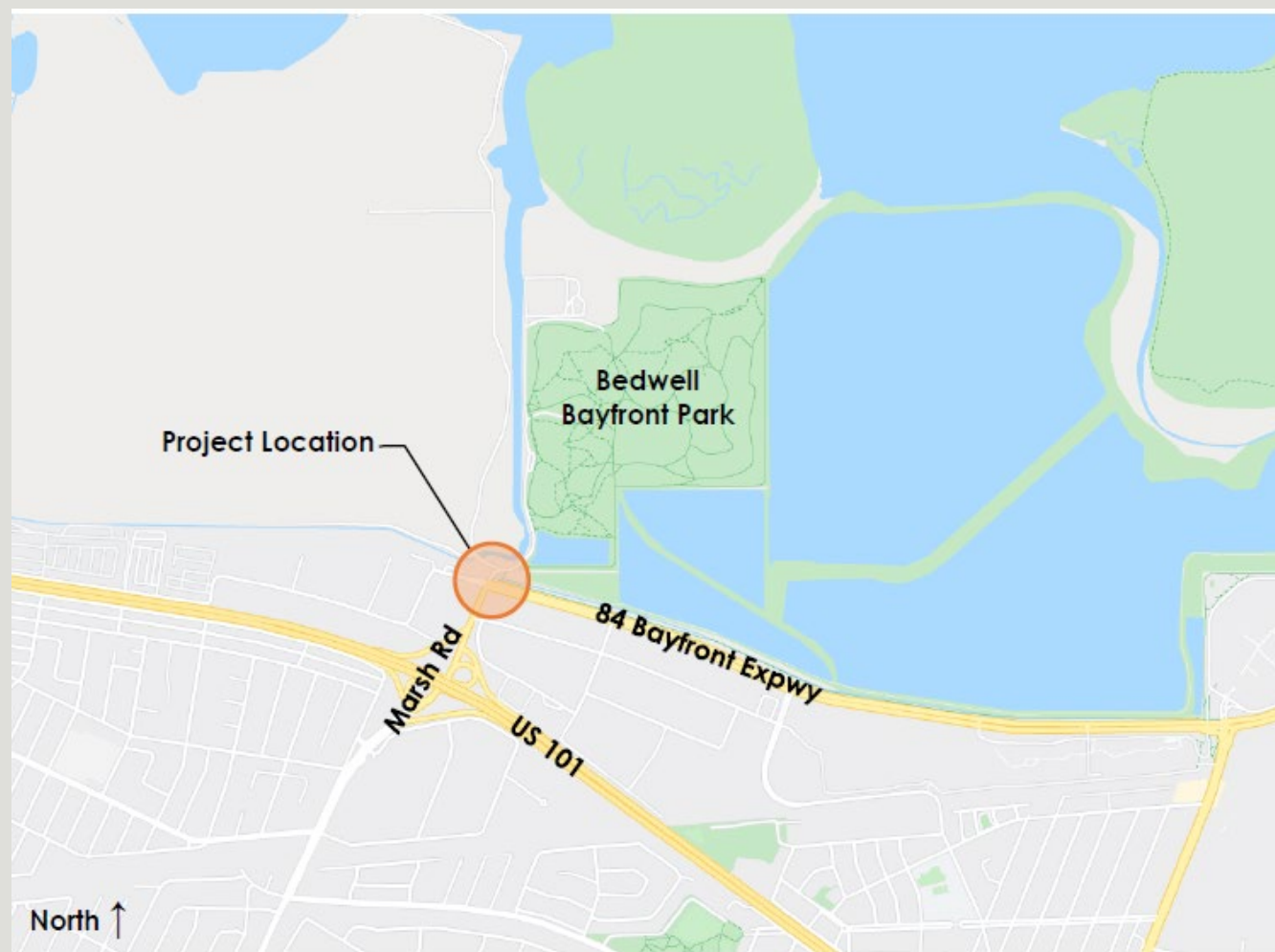




BEDWELL BAYFRONT PARK ENTRANCE IMPROVEMENTS

Tanisha Werner, Assistant Public Works Director

PROJECT LOCATION MAP



EXISTING CONDITIONS



PROPOSED ENTRANCE





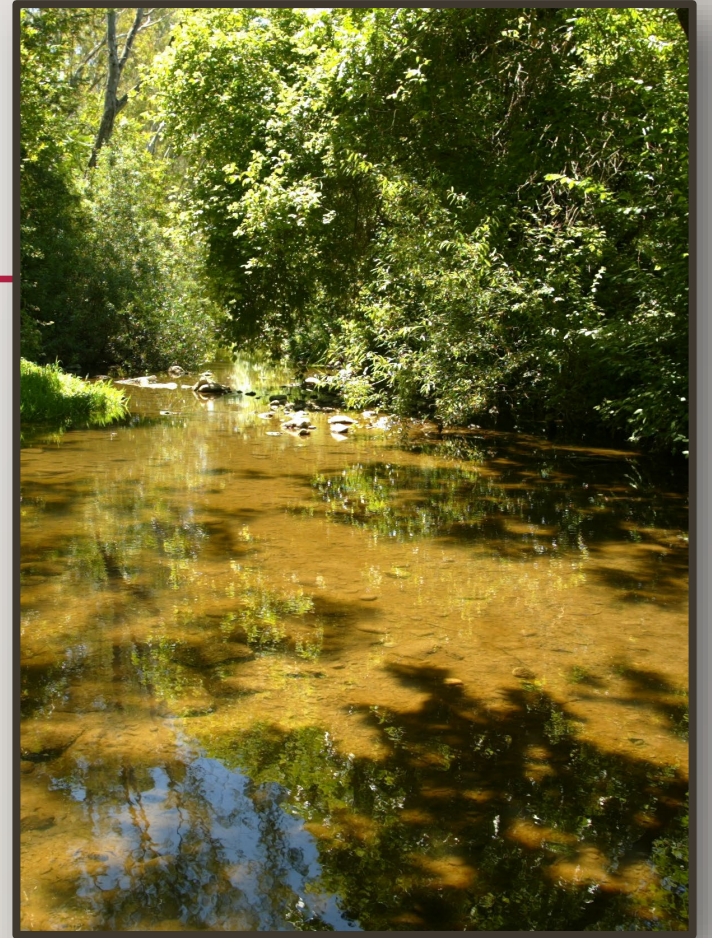
THANK YOU

East Palo Alto Specific Plan Area



AGENDA ITEM – 7 INFORMATION ITEMS

7.B. Executive Director's Report



REACH 2 PROJECT UPDATES

Permit Applications

Planning Applications

Top-of-Bank

Funding

~ HMGP Grant

~ USACE - Tentatively Selected Project



ADMINISTRATIVE AND OPERATIONS UPDATE

- Office
- IT and Tel-Com
- Member's Agreement update
- Conflict of Interest Policy update



AGENDA ITEM 8 - CLOSED SESSION

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 845 Oak Grove Avenue, Menlo Park, CA

Agency negotiator: Margaret Bruce

Negotiating parties: Nick Lycette on behalf of Richard Calcaterra & Melissa F. Freeman

Under negotiation: Price and terms of payment

Report from Closed Session

AGENDA ITEM 9.

BOARD MEMBER COMMENTS

and ANNOUNCEMENTS

Board members may share news, updates, and announcements and may request items for future agendas.





SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

Agenda Item 10

Adjournment

Thank you, everyone.

San Francisquito Creek Joint Powers Authority
May 26, 2022, Regular Meeting of the Board
Agenda Item 3
April 28, 2022, Board Meeting Minutes
DRAFT

Director Abrica called the meeting to order at 3:30 p.m. via streaming video and teleconference call. Public input was solicited on each item and all public comments received are noted herein.

1) ROLL CALL

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

JPA Staff Present: Margaret Bruce, Executive Director
Miyko Harris-Parker, Staff
Kevin Murray, Staff
Tess Byler, Staff

Legal Present: Trisha Ortiz

2) APPROVAL OF AGENDA

Director Kremen arrived at 3:31 pm.

ACTION: Motion and second (Burt/Pine) to approve the agenda passed 5-0.

Roll call vote:
Director Abrica Aye
Director Combs Aye
Director Burt Aye
Director Kremen Aye
Director Pine Aye

3) APPROVAL OF THE March 24, 2022, REGULAR BOARD MEETING MINUTES

ACTION: Motion and second (Burt/Kremen) to approve the March 24, 2022, Regular Board meeting minutes passed 5-0.

Roll call vote:
Director Abrica Aye
Director Combs Aye
Director Burt Aye
Director Kremen Aye
Director Pine Aye

4) PUBLIC COMMENT

None.

San Francisquito Creek Joint Powers Authority
May 26, 2022, Regular Meeting of the Board
Agenda Item 3
April 28, 2022, Board Meeting Minutes
DRAFT

5) CONSENT AGENDA

Consider adopting a resolution reconsidering the circumstances of the COVID-19 state of emergency and making findings to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(e).

Consider adopting a resolution implementing the proposed Public Records Request Policy, pursuant to Government Code sections 6250 through 6276.48.

ACTION: Motion and second (Kremen/Pine) to approve the Consent Agenda passed 5-0.

Roll call vote:

Director Abrica Aye

Director Combs Aye

Director Burt Aye

Director Kremen Aye

Director Pine Aye

6) INFORMATION ITEMS

Executive Director's Report

Ms. Bruce presented the Executive Director's report with updates on Reach 1 plantings, signage and memorial plaque and bench installation. Ms. Bruce informed the Board that an artist has been found to commission the artwork for the panels. Ms. Bruce reported that the economic analysis for the Army Corp study on the Reach 2 widening, though not fully confirmed, is currently showing positive economic benefits. Ms. Bruce also provided updates on the Reach 2 permitting delay, and SAFER Bay project NOP release.

Jerry Hearn, Portola Valley resident, asked how much funding is the CAP 205 expected to bring in toward the project. Ms. Bruce said the CAP 205 is expected to bring in \$8.9 million dollars. Mr. Hearn asked for clarification on whether site five had been removed from the project scope for Reach 2 due to cost. Ms. Bruce concurred with Mr. Hearn's comment and stated that staff is still analyzing and surveying other solutions. Mr. Hearn asked if the SFCJPA is still pursuing both of sites for the Reach 3 detention basins. Ms. Bruce stated that only one site is currently being advanced, near the Boething nursery site.

Director Kremen questioned when the decision was made to focus only on the Boething site. Mr. Murray explained that the decision was made last year with the Stanford technical team based on the hydrology and active business sites in the Webb Ranch area. Director Combs commented that he understood both sites were needed. Director Abrica questioned if the decision process was captured in writing. The Board directed to staff to agendize a detailed discussion regarding the Reach 3 project sites at the next meeting.

Director Pine asked when the TSP will be completed. Mr. Murray said the expected completion date is May 27.

7) ACTION ITEMS

Project Budget Adjustment – Re-allocate and advance funds from existing Reach 1 funds to USACE CAP 205 Contribution in this FY.

ACTION: Motion and second (Kremen/Pine) to approve Project Budget Adjustment to re-allocate and advance funds from existing Reach 1 funds to USACE CAP 205 Contribution in this FY passed 5-0.

San Francisquito Creek Joint Powers Authority
May 26, 2022, Regular Meeting of the Board
Agenda Item 3
April 28, 2022, Board Meeting Minutes
DRAFT

Roll call vote:

Director Abrica Aye
Director Combs Aye
Director Burt Aye
Director Kremen Aye
Director Pine Aye

Discussion and potential action on Draft Budget for FY22/23
No action taken.

8) CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

TITLE: Executive Director

Mr. Hearn commented on his appreciation of Ms. Bruce as Executive Director. Mr. Hearn commented that he believes Ms. Bruce has done a wonderful job keeping momentum for the agency since Mr. Materman's departure.

Adjourned to closed session at 4:07 pm.

Readjourned to open session at 4:15 pm

Director Abrica stated that there was no reportable action from the closed session.

9) BOARD MEMBER COMMENTS, INFORMATION ITEMS, REQUESTS and ANNOUNCEMENTS
(Information only)

None.

10) ADJOURNMENT

Adjourned at 4:15 pm.

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

San Francisquito Creek Joint Powers Authority
June 23, 2022, Regular Meeting of the Board
Agenda Item 3
May 26, 2022, Board Meeting Minutes
DRAFT

Director Combs called the meeting to order at 3:31 p.m. via streaming video and 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 Pat Burt, City of Palo Alto
Director Gary Kremen, Santa Clara Valley Water District (Valley Water) (Not present at roll call)

Members Absent: Director Ruben Abrica, City of East Palo Alto
Director Dave Pine, San Mateo County Flood and Sea Level Rise Resiliency District

Alternates Present: Director Lisa Yarbrough-Gauthier

JPA Staff Present: Margaret Bruce, Executive Director
Miyko Harris-Parker, Staff
Kevin Murray, Staff
Tess Byler, Staff

Legal Present: Trisha Ortiz

2) APPROVAL OF AGENDA

Director Kremen arrived at 3:32 pm.

ACTION: Motion and second (Gauthier/Burt) to approve the agenda, pulling agenda items 6b and 6c on consent for discussion, passed 4-0.

Roll call vote:

Director Combs Aye
Director Burt Aye
Director Gauthier Aye
Director Kremen Aye

Director Abrica and Director Pine not present.

3) APPROVAL OF THE March 24, 2022, REGULAR BOARD MEETING MINUTES

Minutes Deferred to next meeting.

4) PUBLIC COMMENT

None.

5) CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

No public comment was made on closed session items.

Agendized to closed session at 3:44 pm.

San Francisquito Creek Joint Powers Authority
June 23, 2022, Regular Meeting of the Board
Agenda Item 3
May 26, 2022, Board Meeting Minutes
DRAFT

CONFERENCE WITH LABOR NEGOTIATOR

Agency designated representative: Board Vice Chair Drew Combs Unrepresented employee: Executive Director

Agendized to closed session at 3:47 pm.

Readjourned to open session at 4:27 pm.

6) CONSENT AGENDA

Consider adopting a resolution reconsidering the circumstances of the COVID-19 state of emergency and making findings to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(e).

ACTION: Motion and second (Kremen/Combs) to approve the Consent Agenda item adopting a resolution reconsidering the circumstances of the COVID-19 state of emergency and making findings to authorize public meetings to be held via teleconferencing pursuant to Government Code Section 54953(e) passed 4-0.

Director Kremen asked about the status of moving to in person meetings. Ms. Bruce responded saying that SFCJPA staff is currently looking for a standard meeting room setting for Board meetings as well as researching what it takes to move meetings to a hybrid setting. Director Gauthier noted that the City of East Palo Alto also has not returned to in person meetings.

Roll call vote:

Director Combs Aye

Director Burt Aye

Director Gauthier Aye

Director Kremen Aye

Director Abrica and Director Pine not present.

Review and consider approval of a contract in an amount not to exceed \$25,000 with Nuestra Casa as part of the Measure AA grant award implementation team for community outreach and engagement.

Review and consider approval of a contract with Climate Resilient Communities/Acterra in an amount not to exceed \$25,000 as part of the Measure AA grant award implementation team for community outreach and engagement.

ACTION: Motion and second (Kremen/Pine) to approve Consent agenda items B and C; a contract in an amount not to exceed \$25,000 with Nuestra Casa as part of the Measure AA grant award implementation team for community outreach and engagement and a contract with Climate Resilient Communities/Acterra in an amount not to exceed \$25,000 as part of the Measure AA grant award implementation team for community outreach and engagement passed 4-0.

Director Kremen requested more information on what the community engagement for the two items is for. Ms. Bruce explained that Nuestra Casa and Acterra are woven into the Measure AA grant and that in addition Nuestra Casa is widely recognized as a community leader in public engagement within the East Palo Alto and Belle Haven communities. Director Kremen asked if the SFCJPA is responsible for the EIR for the SAFER Bay project. Ms. Bruce responded yes.

Ms. Byler stated that Nuestra Casa has been on our the SFCJPA's radar since 2019 as part of the City of Menlo Park BRIC application. Ms. Byler explained that Nuestra Casa has been providing free consulting to the SFCJPA since then. Director Kremen accepted the explanation and voiced his

San Francisquito Creek Joint Powers Authority
June 23, 2022, Regular Meeting of the Board
Agenda Item 3
May 26, 2022, Board Meeting Minutes
DRAFT

support for the contracts. Director Kremen stated that the Board will need to have a discussion regarding the role of One Shoreline and the SAFER Bay project. Director Gauthier expressed her support of the contracts and stated that Nuestra Casa is the right group to work with for community engagement.

Jerry Hearn, Portola Valley resident, commended the SFCJPA for expanding public outreach into the communities of East Palo Alto and Belle Haven. Mr. Hearn stated that both Nuestra Casa and Acterra work well the public and offer translation of information in different languages. Mr. Hearn thanked SFCJPA Board and staff for moving forward with these contracts.

Roll call vote:
Director Combs Aye
Director Burt Aye
Director Gauthier Aye
Director Kremen Aye

Director Abrica and Director Pine not present.

7) ACTION ITEMS

Consideration of Amendment to Executive Director's Contract

ACTION: Motion and second (Kremen/Gauthier) to amendment to the Executive Director's Contract, passed 4-0.

Director Combs stated that the Executive Director's Contract will be amended to raise the salary of the Executive Director to \$180,000.

Roll call vote:
Director Combs Aye
Director Burt Aye
Director Gauthier Aye
Director Kremen Aye

Director Abrica and Director Pine not present.

Discussion and potential action on Draft Budget for FY 22/23

Deferred to next meeting.

Consider a Resolution to accept Measure AA grant in the event of an award by the San Francisco Bay Restoration Authority (SFBRA) board on June 24, 2022

ACTION: Motion and second (Combs/Gauthier) to approve the resolution to accept Measure AA grant in the event of an award by the San Francisco Bay Restoration Authority (SFBRA) board on June 24, 2022, passed 4-0.

Director Kremen commented that this should be on One Shoreline's agenda reiterating that the Board needs to have a discussion regarding One Shoreline. Director Burt agreed and suggested that the conversation happen after the November ballot vote. Ms. Byler stated that One Shoreline's work was noted clearly in the grant application.

San Francisquito Creek Joint Powers Authority
June 23, 2022, Regular Meeting of the Board
Agenda Item 3
May 26, 2022, Board Meeting Minutes
DRAFT

Roll call vote:

Director Combs Aye

Director Burt Aye

Director Gauthier Aye

Director Kremen Aye

Director Abrica and Director Pine not present.

8) INFORMATION ITEMS

Executive Director's Report with special update on Offline Detention

Ms. Bruce provided a summary of the Executive Director's summary.

Mr. Hearn asked if there will be a separate permit process for the top of bank work. Ms. Bruce stated that it will be separate permitting process. Mr. Hearn asked if the CAP 205 project offers funding. Ms. Bruce stated that the CAP 205 project offers up to ten million dollars. Ms. Bruce explained that the SFCJPA is responsible for contributing fifty percent of the study cost. Mr. Hearn asked for clarification on the numbers presented for upstream cfs. Mr. Murray stated that the correct number is 8165 cfs.

9) BOARD MEMBER COMMENTS, INFORMATION ITEMS, REQUESTS and ANNOUNCEMENTS
(Information only)

None.

10) ADJOURNMENT

Adjourned at 4:55 pm.

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

RESOLUTION NO. 22-6-23-A

**A RESOLUTION OF THE SAN FRANCISQUITO CREEK JOINT POWERS
AUTHORITY RECONSIDERING THE CIRCUMSTANCES OF THE COVID-19 STATE
OF EMERGENCY AND MAKING FINDINGS IN CONNECTION THEREWITH TO
AUTHORIZE MEETINGS TO BE HELD VIA TELECONFERENCING PURSUANT TO
GOVERNMENT CODE SECTION 54953(e)**

WHEREAS, the Board of Directors (the “Board”) of the San Francisquito Creek Joint Powers Authority (the “Authority”) is committed to public access and participation in its meetings while balancing the need to conduct public meetings in a manner that reduces the likelihood of exposure to COVID-19; and

WHEREAS, all meetings of the Authority are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the Board conduct its business; and

WHEREAS, pursuant to Assembly Bill 361, signed by Governor Newsom and effective on September 16, 2021, legislative bodies of local agencies may hold public meetings via teleconferencing pursuant to Government Code Section 54953(e), without complying with the requirements of Government Code Section 54953(b)(3), if the legislative body complies with certain enumerated requirements in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

WHEREAS, on March 4, 2020, Governor Newsom declared a [State of Emergency](#) in response to the COVID-19 pandemic (the “Emergency”).

WHEREAS, the Centers for Disease Control and Prevention continue to advise that COVID-19 spreads more easily indoors than outdoors and that people are more likely to be exposed to COVID-19 when they are closer than 6 feet apart from others for longer periods of time.

WHEREAS, due to the ongoing COVID-19 pandemic and the need to promote social distancing to reduce the likelihood of exposure to COVID-19, the Authority intends to hold public meetings via teleconferencing pursuant to Government Code Section 54953(e).

WHEREAS, to continue meeting remotely pursuant to Government Code Section 54953(e), an agency must make periodic findings that: (1) the body has reconsidered the circumstances of the declared emergency; and (2) the emergency impacts the ability of the body’s members to meet

safely in person, or state or local officials continue to impose or recommend measures to promote social distancing.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY DOES RESOLVE AS FOLLOWS:

1. The Recitals provided above are true and correct and are hereby incorporated by reference.
2. The Board has reconsidered the circumstances of the COVID-19 state of emergency and hereby finds that the state of emergency continues to directly impact the ability of the members to meet safely in person.
3. The legislative bodies of the Authority may conduct their meetings pursuant to Government Code section 54953(e).
4. Staff is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.
5. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Board of Directors of the San Francisquito Creek Joint Powers Authority this 23th day of June, 2022, by the following vote:

Agenda Item 7.A. Discussion of FY 22-23 Budget Items

FY 22-23 Budget Top-Line Highlights

The proposed FY 22-23 budget projects a revenue increase of 17.4%, representing a \$294,337 increase over the current fiscal year's budgeted revenue. The proposed FY 22-23 budgeted operations expenses project a preliminary increase of 4.32%, representing a \$74,685 increase over the current fiscal year's budgeted expenses.

The largest projected increases are from:

- The programmed contribution to reserves (\$219,960 based on 12.5% of budget expenses)
- The projected cost of the Top-of-Bank work Supplemental EIR (\$150,000)
- The necessary funding match for the USACE CAP 205 study (\$143,000)
- The addition of some funds in the project consultant support category to respond to anticipated grant funding opportunities.

The final 22-23 FY budget will be impacted most significantly by the following: Board decision on the percentage of budget to allocate towards reserves,

- Board recent action on executive compensation.
- IT, computer/software and telecommunication work.

Budget Details

The following is a description of the draft SFCJPA budget for fiscal year 22-23 by line item

Personnel (Budget line items 1-10)

Executive Director Salary –Board voted to change the Executive Director's compensation at the last meeting.

Executive Director Transportation Allowance – No change.

Finance & Admin. Mgr./Clerk of the Board (FAM/CB) Salary, Senior Project Managers (SPM) Salaries – I am recommending a Cost-of-Living Adjustment (COLA) of 4.5%. This COLA is based on benchmarking with the published Social Security COLA increase of 5.9%, the CalPERS increase of 3%, San Mateo County's increase of 3%, then 4% increase over the next 18 months, and last June Valley Water increased salaries for engineers 4% (current year's numbers are not yet available).

The SFCJPA's salaries overall are on the low side of comparability. Over the next year I will be benchmarking SFCJPA staff salaries with the intention of adjusting accordingly in the future.

Employee Benefits

The cost of health insurance and other benefits continues to increase on par with other economy-wide cost increases. Providing employee benefits through the ACWA JPIA program has been the most cost-effective for a small governmental organization such as the SFCJPA.

Membership Dues

This budget line item covers the SFCJPA's membership in:

Association of California Water Agencies (ACWA/ACWAJPIA) - ACWA/JPIA (provides our employee health and life insurance benefits)

California Special Districts Association (CSDA) Provides education and training, current information that is crucial to a special district's management and operational effectiveness, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding. Our membership with CSDA also provides us with a discount on our worker's compensation and general liability insurance programs which are provided by SDRMA.

City Clerks Association of California (CCAC)

Government Finance Officers Association (GFOA)

Ground Water Resources Association (GRAC)

International Institute Municipal Clerks

National Association of Government Archives and Records Administrators (NAGARA)

Bay Area Flood Protections Agencies group (BAFPA)

The proposed budget amount reflects projected membership dues. Overall, these dues have increased annually between 2% and 17% over the last several years. Additionally, our ACWA/JPIA dues are indexed to our annual budget; as it changes, so do these dues.

Payroll Administration/Fees

The SFCJPA utilizes QuickBooks payroll. This fee is charged to support the payroll function and is not anticipated to increase in the next fiscal year.

Employer Taxes

These are State and federal payroll taxes and are based on employee compensation. This number will change if there are Board changes to compensation.

Contract Services (Budget line items 11-13)

Legal Counsel

Legal counsel costs are not anticipated to change – overall. Some areas of cost are expected to be reduced, while others will increase. On balance, the overall level of effort and projected costs for legal services from RWG is expected to be about the same. This

year's expenditure rate is below projected. However, the current lawsuit remains unresolved, and we may have some early CEQA/NEPA work where additional efforts will be needed.

Auditor

The current contract for auditing services is set to expire after the completion of our FY20-21 audit. Per the contract, this is the known cost of the annual audit. The board should anticipate a different budget amount based on a new contract/auditor in ongoing fiscal years.

Project Consultants

The requested amount covers the costs of maintaining our creek monitoring system and the components of its web-based interface,

Additional consultant support resources are included this year due to anticipated grant opportunities from State and federal climate change adaptation and infrastructure funding opportunities and other consultant services. Incidental consultant support enables us to respond to grant application opportunities.

Upstream Detention Project expenses

Investigation of the feasibility and cost-benefit of an off-stream detention basin in the upper watershed on Stanford lands, including geotechnical, environmental, and cultural resources investigations. Preliminary evaluation work has been done in the current FY. We anticipate this work to continue into the 22-23 fiscal year.

Reach 2 Supplementary EIR

In the event the Top-of-Bank features on the Reach 2 portion of the creek downstream of the University Avenue bridge are determined to be beyond their design life and no longer suitable as they are, a supplementary EIR will be needed. Valley Water estimates the cost for a supplementary EIR to be up to \$200,000. Of that amount, we will be carrying over \$50K from the 21-22 fiscal year. The budget request for the 22-23 fiscal year is \$150,000. This is the first of two large necessary project-related expense items in the 21-22 fiscal year budget. We anticipate preparing the RFP in June and posting the solicitation in July 2022.

USACE CAP 205

Non-federal match to U.S. Army Corps of Engineers Continuing Authorities Program Section 205 study.

This is the second of two large necessary expense items in the 21-22 fiscal year budget. Our 'non-federal sponsor match' obligation for the next fiscal year will be \$343,000. Of that amount, I propose pulling \$200,000 from the unspent remainder from Reach 1 3-year maintenance funding from the construction funding agreement to

supplement this line item, so that \$143,000 of new member contributions will complete the CAP 205 study match requirement for the 22-23 fiscal year. This will leave ~\$90,000 of unspent funds as a hedge against future unforeseen O&M needs for Reach 1.

The \$1.230M study, which is cost-shared 50/50 between the SFCJPA and the federal government, is the first necessary phase to secure up to \$10M in total federal investment through the Corps of Engineers for Reach 2 widening. The FY 22-23 contribution covers the cost of the USACE CAP 205 team for the SFCJPA's 22-23 Fiscal Year (which does not coincide with the USACE FY). The 22-23 FY increase does not increase our non-federal share/commitment to the study (which remains at 50%). The amount of our contribution for FY 22-23 is based on the USACE current total study cost estimate of \$1.230M – which could change. The USACE team is performing the necessary technical and economic evaluation to develop a Tentatively Selected Plan (TSP). There will be a TSP conference in late June that will determine if the TSP selected will be advanced to final design and implementation. At this point in the Feasibility Study, we are maintaining our two-year accelerated schedule, having the TSP conference 1 year after entering the Feasibility Cost Share Agreement (FCSA) in June of last year. After the TSP conference, it will take about a year to complete the federal reporting required under the CAP 205 program and draft the Design and Implementation Cost Share Agreement. Execution of this agreement will constitute federal commitment of a maximum of \$10M in construction funding. If the TSP conference is not successful and the Corps decides the selected plan will not advance to final design and implementation, the study *may* be terminated, and if so, the SFCJPA's contribution may be removed from the 22-23 budget. A more likely scenario is that the Corps team would make changes to the plan so that it can have a positive TSP determination. Looking ahead to the contribution necessary to finish the CAP 205 study, and assuming a favorable BCR, our remaining contribution to complete the 50% share for the current phase of work would be around \$60K in FY 23-24.

Reach 1/Downstream O & M

Annual maintenance costs for project mitigation sites have been about \$70k/year. This item covers regulatory monitoring and reporting, as well as weeding, watering, and plant replacement to meet the mitigation success criteria required by our construction permits. This amount has been consistent, year-to-year, but current drought conditions may require extra measures.

Administrative (Budget line items 14-26)

Computers/Software

Two of our staff computers are either at the end of their useful life or are having hardware issues which may not be fixable, and for reliability reasons should be replaced soon. In addition to the regular Microsoft Office suite of tools, we make use of video

conferencing, file and project management tools, and Adobe software. This line item ensures we are current with all necessary software licenses.

Meeting Supplies

We anticipate costs to increase in this line item because we envision having hybrid meetings – both in-person and via the web – and will need to prepare accordingly.

Travel/Training

When we can take advantage of professional development opportunities, some of these require travel. We strive to minimize costs and to take advantage of web-based, nearby, and low-cost options. Tuition reimbursement is also allocated within this budget line item.

Office Supplies

This covers printer ink, paper, and other miscellaneous office supplies.

Telecommunication

This line item covers cell phone allowances for staff, and this year covers the one-time costs of setting up office telecommunications (desk phones, VOIP service and system)

IT Support

The SFCJPA has been operating by the ‘seat of our pants’ when it comes to our IT systems. In an era of increasing attention to preventing cyber vulnerabilities, we are aware that if we do not have robust security systems and practices, we could be a ‘weak link’ in the chain of communications relationships between the SFCJPA and our members and agency colleagues. We are addressing both of those issues through engaging the services of an IT support services contractor and gearing up appropriately. Also, as we prepare for hybrid meetings, we will need some technical support to get those systems in place.

Postage

This covers postage for anticipated SFCJPA U.S. Mail correspondence.

Printing/Design

This covers incidental printing of meeting materials, presentations, business cards, or similar.

Website

This covers the cost of our subscription to SquareSpace, and Nexcess. SquareSpace is the design framework for the SFCJPA website, Nexcess provides hosting services for our website.

Office Lease

Our current office lease renews on August 31, 2022. Last year I was able to negotiate a very favorable (minimal) rate increase. However, this year Regus has refused to negotiate and has added a 40% lease costs increase, effective September 1. Our lease terms and conditions require that we provide a 3 month notice if we wish to depart. Considering that a 40% increase is beyond our budget and higher than comparable spaces in the area, I am looking for new office accommodations. I am seeking authorization from the board to negotiate a lease and associated tenant improvements for a space in Menlo Park that meets our needs. The budget line item for office lease is a projection based on lease rates identified in our target area and for potential suitable spaces.

Utilities

We have no separate costs for utilities. New office space under consideration is a full-service lease.

General Contingency (Budget line item 27)

This budget field is for use of items not classifiable in other budget fields as well as contingency funds to cover expenditures in administrative or contract services at the Executive Director's discretion.

DRAFT		TOTAL FY 21/22 \$337,240 PER MEMBER OR 1,686,200	FY2021/2022 Approved Budget	FY2021/2022 current expenses as of 06/20/2022	FY2022/2023 preliminary Draft Proposed Budget.	% Increase/Decrease Per Category from FY21/22 approved budget
REVENUES						
Member Contributions towards expenses (\$351,934 x 5)			1,433,270	1,433,270	1,759,670	22.8%
Member Contributions towards reserves (per reserve policy approved by Board in 2020) (\$43,992 x 5)			252,930	252,930	219,960	-13.0%
Total proposed FY22/23 Member Contribution \$1,979,630						
Interest			3,500	2,593	3,500	0.0%
Total Revenues			1,689,700	1,688,793	1,983,130	17.4%
EXPENSES						
Acct.	Description		Amount		Amount	Amount
Personnel						
1	Executive Director Salary		155,000	148,542	180,000	16.1%
2	E.D. Transportation Allowance		5,000	4,792	5,000	0.0%
3	Finance & Admin. Mgr./Clerk of the Board (FAM/CB) Salary		106,668	112,953	111,467	4.5%
4	Senior Project Mgr. (SPM) Salary		123,480	123,660	129,037	4.5%
5	Senior Project Manager (SPM) Salary		123,480	128,070	129,037	4.5%
6	COLA		15,913	-	16,629	4.5%
7	Employee Benefits		254,500	200,075	260,000	2.2%
8	Membership Dues		15,000	13,735	15,000	0.0%
9	Payroll Administration/Fees		3,000	2,654	3,000	0.0%
10	Employer Taxes		62,000	43,971	65,000	4.8%
Subtotal Personnel			864,041	778,452	914,170	5.8%
Contract Services						
11	Legal Counsel		130,000	54,483	130,000	0.0%
12	Auditor		20,000	-	20,000	0.0%
13	Project Consultants (Flood Early Warning System, Ad Hoc Technical services, etc.)		70,000	25,396	70,000	0.0%
	Upstream Detention Project expenses		231,500	98,434	150,000	-35.2%
	Reach 2 Supplementary EIRs		50,000	-	155,000	210.0%
	Cap 205s		160,000	360,000	143,000	-10.6%
	Reach 1 O&M		70,000	61,400	70,000	0.0%
Subtotal Contract Services			731,500	599,712	738,000	0.9%
Administrative						
14	Computers/Software		5,000	5,145	8,000	60.0%
15	Meeting Supplies		2,500	2,512	5,000	100.0%
16	Travel/Training		9,000	6,235	8,000	-11.1%
17	Office Supplies		1,500	1,330	1,500	0.0%
18	Telecommunication		2,000	1,760	8,600	330.0%
19	IT		4,000	1,650	18,000	350.0%
20	Postage		100	424	150	50.0%
21	Printing/Design		1,000	7,681	750	-25.0%
22	Website		1,500	359	500	-66.7%
23	Liability Insurance		15,000	9,653	15,000	0.0%
24	Office Lease		56,000	52,255	42,156	-24.7%
25	Utilities		-	-	-	-
26	Office furniture/maintenance		800	-	8,800	1000.0%
Subtotal Administrative			98,400	89,004	116,456	18.3%
General Contingency						
27	General Contingency		35,000	737	35,000	0.0%
Total Expenses			1,728,941	1,467,905	1,803,626	4.32%
<p>1 Member Contributions include 12.5% reserves approved by the Board in November 2020. Budgeting for reserves at 15% started with the FY21-22 approved budget. 2022 proposed contributions represent a 17.5% increase. (FY21/22 contribution) \$337,240</p> <p>**The SFCJPA will maintain a reserve account in the range of 12.5% – 17.5% of the Authority's annual budget starting with 15% effective in FY 2021-2022.</p> <p>2 COLA at 4.5%; Based on SSI and CALPERS 2022 COLA rates.</p> <p>3 Funds allocated for this budget field, \$50,000, are not expected to be depleted in this 21-22FY. Remaining funds will be rolled over to FY22-23.</p> <p>4 The total amount of expenditures in this account field in FY22/23 is expected to be \$343,000. \$200,000 was pulled from remaining funds from the SFCJPA 1E grant funds and advanced in FY21/22 to meet the Corp scheduling needs.</p> <p>*FY21/22 budget was approved with a deduction of the \$231,500 (Line item 26, which was rollover from FY21/20). The FY21/22 budget was approved with a \$39,241 deficit.</p> <p>Proposed Budgeted FY22/23 expenses exceed projected member contributions toward expenses in the amount of \$43,956.</p>						

Agenda Item 6.B. – Letter of Intent for Office Lease

Background

The lease for our offices at the 2100 Geng Road Regus offices has increased in cost, and Regus is unwilling to negotiate. The lease increase is effective September 1. The increase raises the cost of our offices higher than comparable full-service leases in the area. The increase is beyond the current proposed budget.

Discussion

The Director has inquired broadly and identified three potential office options and narrowed the selection to one preferred office location. This site, located in downtown Menlo Park, meets our priority criteria for a full-service lease, within budget, with adequate space, good security, ADA accessibility, proximity to our projects, and amenities (natural light, kitchenette, walking distance to bank and post office, etc.). Our desire for a five-year lease means the building owner is willing to accommodate our requests for tenant improvements and limit lease increases to no more than 3%/year.

Recommendation

Authorize the Director to negotiate a lease within the bounds of the Letter of Intent and within the projected budget amount.

San Francisquito Creek Joint Powers
Authority June 23, 2022, Board
Meeting Agenda Item 6.B.
Salary Schedule



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

SFCJPA.ORG

**Fiscal Year 2022-2023 Salary
Schedule**

<u>Position</u>	<u>Annual Salary</u>
Executive Director	\$180,000
Senior Project Manager	\$129,037
Clerk of the Board/Finance & Administration Manager	\$111,467



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY
SFCJPA.ORG

RESOLUTION NUMBER 20-10-22

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY
Approving the FY 2022-2023 SALARY SCHEDULE**

BE IT RESOLVED by the Board of Directors of the San Francisquito Creek Joint Powers Authority that the Board of Directors hereby adopts the attached FY 2022-2023 salary schedule. Approval of the salary schedule certifies a salary increase for the Executive Director effective July 1, 2022.

Approved and adopted on June 23, 2022, the undersigned hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the San Francisquito Creek Joint Powers Authority.

INTRODUCED AND PASSED:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

APPROVED:

_ Vice Chairperson Date: 06/23/2022

Chairperson Date: 06/23/2022

APPROVED AS TO FORM:

Legal Counsel Date: 06/23/2022

Agenda Item 7.A. & B

Executive Director's Report, June 23, 2022

SAFER Bay – Special Report

At the Chair's request, this month's meeting provides the Board with an update on and opportunity to discuss the SAFER Bay project, and the related sea level rise and shoreline work of our member agencies.

Context and Background - The SAFER Bay project grew out of the realization that completion of the Reach 1 project would not cure East Palo Alto's flooding vulnerability. Tidal flooding and sea level rise threats remained. Board discussions in 2009 acknowledged this vulnerability. In 2013 the Board authorized a feasibility study. In 2014 the Board accepted a State Coastal Conservancy grant, the city of Palo Alto allocated funds in their CIP to participate in the SAFER Bay project and Palo Alto provided funds for an SFCJPA managed Feasibility Study for their shoreline. In 2015, the DWR Local Levee Assistance grant was funded, and Facebook contributed funds toward SAFER Bay designs and EIR. In 2016 draft and final Feasibility Studies for the Menlo Park and East Palo Alto reaches were published. In 2018 the Board approved/accepted the pursuit of an HMGP grant with the City of East Palo Alto for the SAFER Bay Project. In 2019, the Board approved Task Order #3 of our consulting agreement with HDR for continued planning and design work, and in 2019 Palo Alto's Feasibility Study was completed. SFCJPA participated in the MTC [Dumbarton Bridge West Approach + Adjacent Communities Resilience Study](#), published June, 2020. Since then, Menlo Park with the SFCJPA's assistance, applied for and secured the \$50 million FEMA BRIC grant. Other grant opportunities are being pursued, including a Measure AA grant and a National Fish & Wildlife Foundation grant.

This summarizes the long history of the SFCJPA's engagement in this project. Because of recent grant opportunities, and an increased awareness of the vulnerability of shoreline communities, the SAFER Bay project's activity level has been increasing – though somewhat episodically.

Because shoreline work is done in the context of regional efforts, each of our member agencies will have staff present to provide brief comments on their related activities.

Further, members have provided the following written updates.

OneShoreline –

The San Mateo County Flood and Sea Level Rise Resiliency District, also known as OneShoreline, was established on January 1, 2020, as an independent government

agency that works across jurisdictional boundaries to secure and leverage public and private resources for long-term resilience throughout the county. Primary objectives of OneShoreline, being facilitated through its emerging Bay Program, are to align and connect for the county's 53 miles of Bay shoreline: 1) substantial protection against the water-related impacts of climate change on communities and natural areas, and 2) the enhancement of the environment and recreational opportunities.

These objectives are consistent with the SFCJPA's objectives for the SAFER Bay project along the shoreline of East Palo Alto and Menlo Park in the southern part of the county. OneShoreline is a member agency of the SFCJPA and their staffs meet regularly to discuss the SFCJPA's San Francisquito Creek efforts and SAFER Bay. Included in these discussions is the potential to increase the involvement of OneShoreline in the reaches of SAFER Bay north of the project area covered by the FEMA BRIC grant to Menlo Park (ie north of Bedwell Bayfront Park), as well as the long-term management of the SAFER Bay project itself.

Regarding the issue of long-term project management, at this time the staff of both agencies consider all options on the table, ranging from continued SFCJPA management to some sort of shared arrangement to management by OneShoreline. It is anticipated that these discussions will become more detailed and definitive if and when a long-term funding source for OneShoreline operations and projects is secured, potentially through a county-wide parcel tax for climate resilience currently being explored by San Mateo County.

City of Palo Alto –

Palo Alto Sea Level Rise Adaptation Projects for Inclusion in SFJPA June 23 Staff Report *Reference for June 23 SFCJPA Meeting*

- **The City of Palo Alto's Sea Level Rise Vulnerability Assessment** (Assessment) documents potential sea level rise (SLR) hazards to City and community assets from 12, 24, 36, 48, 66, and 84 inches of SLR and related hazards from rising shallow groundwater. Vulnerabilities for each scenario were evaluated for average high tide and 100-year storm tide. The SLR levels evaluated in the report are representative of what may occur through the year 2100 based on the recommended estimates of the California Ocean Protection Council Sea Level Rise guidance and in accordance with the California Adaptation Planning Guide. The Assessment also discusses how SLR may influence shallow groundwater levels and exacerbate liquefaction, subsidence, and contaminated groundwater areas.

The Assessment will inform the subsequent development of a Sea Level Rise Adaptation Plan to protect the following assets and services: City and Community Facilities and Residential Parcels; Emergency Response; Natural Resources and Open Space; Transportation; and Utilities and Flood Management. The Adaptation Plan will serve as the Sea Level Rise chapter of the City of Palo Alto Sustainability and Climate Action Plan. The Vulnerability Assessment will be released in summer 2022, and Plan

development will then commence.

- **Palo Alto Horizontal Levee Pilot Project.** This pilot project evaluates the use of horizontal levees which use gentle, vegetated slopes to attenuate waves and provide transitional habitat between tidal wetlands and terrestrial uplands. Findings of the project will inform how additional horizontal levees might be used in conjunction with traditional levees and floodwalls along the Palo Alto shoreline and the greater Bay Area to maximize habitat benefits and sea level rise protection. When completed, this would be the first horizontal levee to use treated wastewater and be hydrologically connected to the San Francisco Bay. Construction is estimated to be complete in 2024.
- **Iterative City infrastructure improvements** such as raising equipment at the Regional Water Quality Control Plant, constructing a secondary wastewater outfall pipeline to accommodate higher flows and sea level rise, and sea level rise considerations factored into the Palo Alto Airport Layout Plan.

More information is available at cityofpaloalto.org/sealevelrise.

City of Menlo Park –

Menlo Park, in collaboration with the SFCJPA, Pacific Gas and Electric (PG&E), and Meta (formerly Facebook) was preliminarily selected to receive a Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) grant for a portion of SAFER Bay in July 2021.

To meet the required local match funding requirement, PG&E and Meta have committed to provide approximately \$17.81million towards the proposed project costs, which is currently estimated at \$67.81 million total. A memorandum of understanding between the project partners, documenting project purpose, roles, responsibilities, and funding commitments was executed in February 2022. The scope of work includes public outreach, design, environmental documentation, permitting, and construction for an approximately 3.7-mile portion of the SAFER Bay project within Menlo Park, from the north side of the Dumbarton Bridge to the southeast side of Bedwell Bayfront Park. PG&E's Ravenswood Substation, a transmission-level electrical substation, is located within the project area.

In the time since the grant application has been submitted, the City has responded to multiple requests for additional information from FEMA. Based on experience with other FEMA grants, it is anticipated that additional requests for clarifying and/or supplemental information will be required prior to an official commitment of funds from FEMA.

2) **Bedwell Bayfront Park Entrance Improvements.** The Bedwell Bayfront Park Entrance Improvements project redesigns the entrance experience to Bedwell Bayfront Park and is located within the "Bedwell Bayfront Park" segment of SAFER Bay (formerly Reach 2). This project will help protect the park and respond to changing shoreline conditions related to climate change, including sea level rise. Key project design features include:

San Francisquito Creek Joint Powers Authority
June 23, 2022 Board Meeting
Agenda Item 7.A. & 7.B.
Executive Director's Report

- Entrance Road–Reconstruct the entrance road to increase the roadway elevation and incorporate access improvements, new automatic park entrance gates, and green infrastructure improvements, where feasible.
- Entry Plaza–Construct a new pedestrian entry plaza with improved gateway signage.
- Trail Improvements–Reconstruct a portion of the Bay Trail to pedestrian and bicycle safety by separating the trail from the vehicular travel path and protect the trail from tidal flooding and future sea level rise. In 2020, City of Menlo Park was awarded a \$520,000 Priority Conservation Area grant from the Metropolitan Transportation Commission. This grant has a \$1M local funding match and will be used to construct the Bedwell Bayfront Park Entrance Improvements project.

City of East Palo Alto –

Climate Action Plan – East Palo Alto (EPA) is preparing a 2030 Climate Action Plan and Adaptation Strategies. The plan will address the need for levee along the EPA shoreline due to the impacts of climate change. A draft on the Plan is available on the EPA website.

Parks Master Plan – EPA is preparing a city-wide Park Master Plan. The Park Master Plan will include guidelines for improving shoreline access to the levee and shoreline parks within the Ravenswood Business District.

Ravenswood Business District Specific Plan – The City is preparing the Ravenswood Business District (RBD) Specific Plan which addresses the planned developments within the RBD. The levee alignment runs through The Landing property. A purposed levee alignment option runs through the 2020 Bay Road and EPA Waterfront properties. Approximately 50% of the levee alignment in EPA may run through the three developments.

Valley Water – Not received as of posting deadline.

SFCJPA SAFER Bay Project Status Update –

The Notice of Preparation comment period closed on June 15th. We received many thoughtful and substantive comments. We are compiling the written comments as well as comments from the May 19 Public Scoping Meeting into a Responsiveness Summary document that will be posted on our website.

Measure AA grant – We will be attending the SFBRA Board meeting on June 24th where the SFBRA Board will vote on funding allocations.

National Federal Wildlife Foundation grant – Last month we submitted a pre-proposal and have been invited to submit a full proposal, which is due on June 30th. If funded,

this grant will support unfunded planning and design tasks, particularly around coordination with the South Bay Salt Ponds and Don Edwards Wildlife Refuge.

Project Updates

Reach 2 Project Activities -

Regulatory agencies permit compilation and submittal – Permit application fees have increased significantly in recent years. We will review our funding agreement with Valley Water to ensure it is consistent with our respective needs and for completion of the environmental and regulatory portions of the project. Additionally, planning review fees from the City of Palo Alto will add to this cost.

Palo Alto, East Palo Alto and Menlo Park approvals –

We will coordinate presentations to and project reviews and approvals by each of our member cities, per their respective processes.

Potential Repair/Replacement of Existing Top-of-Bank Features – Surveying of top-of-bank conditions and features continues. The detailed surveying should be completed this summer. This top-of-bank work will require a Supplemental EIR (SEIR). A Request for Proposals (RFP) for an environmental consultant to prepare the SEIR is being drafted now and will be released in late June or early July.

Reach 2 Funding -

There are several items in motion regarding Reach 2 funding.

- The HMGP grant for the Pope-Chaucer bridge has been increased from \$3M to \$11M. This is slightly more than 100% of the current total estimated cost of the bridge replacement. We do anticipate the cost estimate to rise, given recent cost increases for goods and services.
- The \$2.8M Prop. 1E grant for channel widening-related work (money from which is available this year) may be in jeopardy. This first round of grant funded projects must have no legal challenges and permits in hand by September 15, 2022. Based on recent communications with our legal team, it seems possible that the Joshua suit appeal will not be resolved by this time.

If we do not meet the September 15 deadline for permits and resolution of any legal challenges, the \$2.8M awarded to the project in Round 1 will carry over to Round 2. We would need to submit a new application under Round 2, the funding from which would line up well with our planned construction schedule.

- The \$5M HMPG grant for channel widening will be awarded. However, we applied for this federal grant prior to entering into the Feasibility Cost Share Agreement for CAP 205 funding with the Corps of Engineers, which is also

focused on channel widening. Since both of these federal funding sources require significant non-federal match funding and neither can be re-scoped to cover other project costs, it is unlikely that we could both accept the HMGP grant for channel widening and take advantage of the \$10M in CAP 205 funding available to the project. We will have more clarity in the next month on if the CAP 205 Tentatively Selected Plan (TSP) will be advanced to final design and implementation, at which time we can decide whether to keep the HMGP grant active or forgo it for the larger CAP 205 funding.

The probability of the US ACOE CAP 205 funding is high, but not 100%.

USACE CAP 205 Project/Coordination -

The Corps has completed their hydraulic and economic analysis and has selected the Tentatively Selected Plan (TSP) for internal review. The TSP milestone of greatest importance is Corps staff’s presentation of the plan to leadership and the Western Division of the Corps. There will be a TSP conference in late June that will determine if the TSP selected will be advanced to final design and implementation. At this point in the Feasibility Study, we are keeping to our two-year accelerated schedule, having the TSP conference one year after entering the Feasibility Cost Share Agreement (FCSA) in June of last year. After the TSP conference, it will take about a year to complete the federal reporting required under the CAP 205 program and draft the Design and Implementation Cost Share Agreement. Execution of this agreement will constitute federal commitment of a maximum of \$10M in construction funding. The tentative schedule for the Corp’s process and work anticipates a Final Decision document by August of 2023. This is the point at which a financial commitment of funding is finalized. Construction bidding could take place in the winter of 2023. Construction could commence in 2024.

Replacement of the Pope-Chaucer and Newell Road bridges, as well as top of bank work are outside of the CAP 205 program. These will be bid and built separately. At this time, the plan is for Valley Water to advertise for bids and manage construction for the Pope-Chaucer bridge. The SFCJPA can do this if necessary or deemed advantageous. The City of Palo Alto is the lead for the Newell bridge.

Summary of Reach 2 Project Elements and Status (new details in red)

Reach 2 Elements	Design	Permitting	Rights of Way	Utility Relocations	Construction Funding/costs
Status	50% - 90%	Work on potential optimization of widening sites to minimize impacts to trees, creek channel and property owners	Coordination ongoing between SFCJPA and Valley Water re. rights of way process.	Utility mapping underway. PG&E assigning a PM for coordination	The engineering cost estimates for the funding gap table are being updated

San Francisquito Creek Joint Powers Authority
 June 23, 2022 Board Meeting
 Agenda Item 7.A. & 7.B.
 Executive Director's Report

Reach 2 Elements	Design	Permitting	Rights of Way	Utility Relocations	Construction Funding/costs
		has been completed and recommendations have been reviewed and accepted by Valley Water.	Additional right-of-way work will be necessary for future repair/replacement of existing top-of-bank features in Palo Alto. Letters to property owners have been mailed, and follow-up calls, and visits are underway.		by Valley Water. Awaiting additional Channel Widening HMGP updates from CalOES.
This Month's Update	Re. Top of Bank - V.W.'s surveying contractor continues surveying Site 5 and Top-of-Bank areas where we have PTEs. This should be complete this summer.	Grant deadline to obtain permits a month earlier than planned. Working on both paths to obtain as well as reapply. (This is ongoing.)	24 of 35 Top-of-Bank project neighbor PTEs and 4 of 11 Channel widening project neighbor PTEs are in hand.	PG&E has requested additional information and a meeting, information requested from Valley Water 5/31 and is pending. regarding P/C bridge utility relocations.	We are collaborating with the USACE team to prepare for the TSP presentation scheduled for late June.
For Next Month (June. '22)	Create RFP for top-of-bank supplemental EIR and post solicitation.		VW will continue easement acquisition legal process for Santa Clara County parcels.	Continue coordination of utility relocation for overall project with PGE, not just Pope Chaucer Bridge. Develop cost estimates with utility companies.	
Potential Issues (& opp's)	Exploring Site 5 designs w/ smaller	Addition of fish migration elements could	Negotiating with many private property owners.	Overhead power lines – or other utilities - could impact	Not all funding sources have been secured through

San Francisquito Creek Joint Powers Authority
 June 23, 2022 Board Meeting
 Agenda Item 7.A. & 7.B.
 Executive Director's Report

Reach 2 Elements	Design	Permitting	Rights of Way	Utility Relocations	Construction Funding/costs
	project footprint.	increase project footprint and costs		construction methods and costs. Underground utilities may limit design options.	agreements and others have timelines that must be met

Milestone	By Jan '22	By July August '22)	By Jan '23)	2023/2024 Construction/ Completion
Determination of Site 5 action (in progress)				
USACE FSCA and Feasibility Study				
Acquire land easements				
Permits acquired				
Funding agreement				
O&M agreement				
Final Design				
Bid and Award				
Construction of Newell Bridge				2023
Construction of Widening Sites				2024
Construction of Pope Chaucer Bridge				2025

Admin and Operations

Lease and Office Space - The Regus Offices have increased our lease cost by 40%. This amount is above current competitive rates for similar spaces and beyond our budgeted cost. They will not negotiate, and so I am seeking new office accommodations.

There are many office space locations available if 5000 square feet or more is what you're looking for, but our options are limited for smaller spaces, that are also ADA accessible. I have looked at three different spaces, all happen to be in Menlo Park.

The terms and conditions of the Regus office lease require us to give a minimum of three months' notice. With the board's approval, I can give notice before July 1. Therefore, our move-out date would be at the end of September. Our lease renewal (with the 40% increase) begins in September. We would be paying one month of higher lease costs.

San Francisquito Creek Joint Powers Authority
June 23, 2022 Board Meeting
Agenda Item 7.A. & 7.B.
Executive Director’s Report

I am seeking the board’s authorization to proceed with negotiations for suitable office space.

Also, as you will see in the budget and accompanying memo, the cost per SF for the office is anticipated to decrease, but other costs, such as for IT, telecommunications, and office furniture, will increase – some for one-time costs, other costs will be ongoing.

Members’ Agreement - Conversations with member agency staff and legal counsels regarding the SFCJPA members’ agreement continue. Questions and concerns are being addressed and resolved one-by-one. I envision this coming to the board for discussion in a few months.

Forward View of Board Agendas

Please review and provide your input on items that you would like to see on future agendas. This forward view is updated for each Board Meeting.

Regular Board meeting	Envisioned Agenda Items
June	FY 22/23 Budget
July	Finalize MOU with City of East Palo Alto for CalOES #4344-541-93
August	Board Recess – No regular board meeting
September	Finalize Conflict of Interest policy update
October	
November	
December	