



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

Notice of Regular Meeting of the Board of Directors

Thursday, August 24, 2023

3:30 P.M.

City of Palo Alto

Palo Alto City Council Chambers

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

Register in advance for this meeting:

https://us02web.zoom.us/meeting/register/tZwsdOGrrzgtHtH05EjLoC_jcn6lJcAdTswb

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

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT: *Individuals may speak on a non-agendized topic for up to three minutes.*
4. ACTION ITEMS:
 - A. Approve Resolution 23-08-24-A to authorize Executive Director to negotiate scope, terms, and price for agreement with Schaaf & Wheeler for 3rd party review of hydraulic model for Reach 2 project design work.
 - B. Select date for a fall Board Retreat/Strategy Session
 - C. Review and adopt the SFCJPA Technology and Security Use Policy
5. INFORMATION ITEMS:
 - A. Executive Director's Report
6. Board Member Announcements, Information Items, and Requests (Information only)
7. ADJOURNMENT



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

PLEASE NOTE: Board meeting Agenda and supporting documents can be viewed online no later than 3:30 p.m. on Monday, August 21, 2023, at 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](mailto:MH Parker@sfcjpa.org) if you are not on this list and would like to be added.

Agenda Item 4.A – Independent Hydraulic Analysis

Background:

During the flood of December 31, 2022, the creek overtopped its banks sooner than anticipated and in locations not predicted by the then recent HEC-RAS model. At the Board meeting that followed the event, staff committed to soliciting a qualified consultant firm to conduct an independent analysis of the creek and December 31, 2022, event to better our understanding of what may have changed, and how to incorporate this new information into project design.

Discussion:

Staff solicited proposals from three qualified, objective firms. Two responded. The firm Schaaf and Wheeler has been selected. The Board is being asked to authorize the Executive Director to negotiate the scope, costs, and schedule for this contract. A proposed scope and cost estimate is included in the Board packet as information only. The final, executed scope and cost may be slightly different based on our needs and negotiations.

The scope of Schaaf and Wheeler's services are from the USGS stream gage to San Francisco Bay and include the following tasks:

1. Review existing HEC-RAS model to understand relevant model parameters including source of creek and floodplain geometries, bridge modeling parameters, lateral structures including levees and creek banks, boundary conditions, lateral inflows, roughness, expansion, and contraction,
2. Review USGS stream flow data and rationale for revised discharge rates.
3. Incorporate survey data and results of USGS data evaluation and into a more detailed model (InfoWorks ICM[®]) calibrated with data from the New Year's Eve event. This model integrates creek flows with local storm drain systems that discharge to the creek.

Recommendation:

Approve Resolution 23-08-24-A to authorize Executive Director to negotiate scope, terms, and price for agreement with Schaaf & Wheeler for 3rd party review of hydraulic model supporting Reach 2 project design work.

RESOLUTION NUMBER 23-08-24-A

RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH SCHAAF & WHEELER FOR THIRD PARTY REVIEW OF HYDRAULIC MODELING FOR REACH 2 PROJECT DESIGN WORK

Whereas: The atmospheric river storms of New Year's Eve 2022 resulted in unanticipated flooding along the San Francisquito Creek, and

Whereas: The SFCJPA Board of Directors requested an objective third party evaluation of the HEC-RAS hydraulic model used to inform Reach 2 project designs, and

Whereas: SFCJPA staff have conferred with member agency colleagues and experts and have established a scope of work suitable for the evaluation requested, and

Whereas: Three qualified consultants were identified, proposals were requested, two responded, and one (Schaaf & Wheeler) was determined to be most responsive, therefore,

BE IT RESOLVED by the Board of Directors of the San Francisquito Creek Joint Powers Authority hereby authorizes the Executive Director to negotiate and execute an agreement with the contractor, Schaaf & Wheeler, to perform an objective third party review of the hydraulic modeling used in association with Reach 2 project design work.

Approved and adopted on August 24, 2023, 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: 08/24/2023

Chairperson

Date: 08/24/2023

APPROVED AS TO FORM:

Legal Counsel

Date: 08/24/2023

Schaaf & Wheeler

CONSULTING CIVIL ENGINEERS

4699 Old Ironsides Dr., Ste. 350

Santa Clara, CA 95054-1860

408-246-4848

August 16, 2023

Mr. Kevin Murray
Senior Project Manager
San Francisquito Creek Joint Powers Authority
750 Menlo Avenue, Suite 250
Menlo Park, California 94025

Subject: Proposal for Third Party Evaluation of San Francisquito Creek Hydraulic Model

Dear Kevin:

We appreciate this opportunity to help you independently evaluate Valley Water's HEC-RAS model of San Francisquito Creek. We understand this model's importance as you and others, including the Corps of Engineers, plan and complete projects. Thank you for taking the time with your Board members and Jack to discuss your needs with us. We found that very helpful. As we understand this assignment, an independent review of the hydraulic model and recalibration to the New Years Eve 2022 flood event is desired, and you would like an opinion on the appropriateness of a USGS adjustment made to streamflow records at their Stanford gage. The published peak discharge on December 31, 2022 is now 5,880 cfs, which remains the second highest on record.

Our estimated cost for this task order work, broken down by subtask and professional classification is \$44,640 as presented in Table 1. A target completion schedule is provided therein. The schedule for Task 2 is durational based on receipt of the field surveys that will be undertaken by Valley Water. (It is anticipated that these surveys will be available at the beginning of October.) Work scope tasks are described in detail below.

Task	Description	Classification	Hours	Rate	Amount
1	Review Valley Water HEC-RAS	Principal Project Manager	8	\$275	\$2,200
		Senior Engineer	40	\$235	\$9,400
		Subtotal	48		\$11,600
		Scheduled Completion	September 15, 2023		
2	Calibrate ICM Model to NYE22 Flood Event	Principal Project Manager	16	\$275	\$4,400
		Senior Engineer	60	\$235	\$14,100
		Assistant Engineer	40	\$195	\$7,800
		Subtotal	116		\$26,300
		Scheduled Completion	4 weeks after receiving field survey		
3	Review USGS Discharge Estimation for NYE22	Principal Project Manager	4	\$275	\$1,100
		Senior Engineer	24	\$235	\$5,640
		Subtotal	28		\$6,740
		Scheduled Completion	September 15, 2023		
		Total	190		\$44,640

Task 1. Review Valley Water HEC-RAS Model

1. Download or otherwise receive the current HEC-RAS model for San Francisquito Creek and its floodplain as applicable based on information furnished by Valley Water and/or the JPA.
2. Participate in the annual creek walk to be held August 22, 23, and 24. Schaaf & Wheeler may not be present for the entirety of the walk.
3. Review and note relevant model parameters including source of creek and floodplain geometries, bridge modeling parameters, lateral structures including levees and creek banks, boundary conditions, lateral inflows, roughness, expansion and contraction, ineffective flow areas, blockages, and others. (Note: the limits of review are from the USGS San Francisquito Creek gage location to San Francisco Bay.)
4. Generate review comments and questions for follow-up with Valley Water and document same in a memorandum.
5. Meet with JPA and Valley Water representatives as necessary, either virtually or in-person, to discuss the review and follow-up questions.

Task 2. Calibrate San Francisquito Creek ICM to NYE22 Flood Event

1. Use the InfoWorks ICM model of San Francisquito Creek and its floodplains created for Valley Water as part of FEMA's Cooperating Technical Partner (CTP) Program in 2019 to provide a calibration of the NYE 2022 flood event. This model incorporated the best available data for San Francisquito Creek at that time, integrating creek flows with local storm drain systems that discharge to the creek. (Note: the limits of model re-calibration to this specific event are also from the USGS San Francisquito Creek gage location to San Francisco Bay.)
2. Update San Francisquito Creek cross-sectional geometry based on the model reviewed in Task 1 and field surveys performed by Valley Water, the latter of which are anticipated to be complete before the first of October 2023.
3. Based on the Task 1 review, local rainfall data for the storm event furnished by Valley Water, and floodplain data including spill locations and water levels collected and mapped by Valley Water, provide physically reasonable adjustments of model parameters so the model well-represents the recorded flood event. Sediment and debris transported in the channel during the New Years Eve event may have affected hydraulic behavior in the creek. Both the HEC-RAS and ICM models are fixed-bed models, so sediment and debris impacts will be represented using adjustments to discharge and roughness, often known as "bulking". If the adjustments required to replicate observed flooding result in hydraulic parameters and factors that are beyond those found in the literature, this will be noted and the JPA and Valley Water would need to consider the use of movable bed models and sediment transport analyses that are beyond the scope of this work.
4. Prepare a memorandum that describes the model calibration process and incorporates the findings of Task 1 and Task 3. Prepare maps showing modeled spill breakouts and floodplain inundation.
5. Meet with JPA and Valley Water representatives as necessary, either virtually or in-person, to discuss the memorandum.

Task 3. Evaluate USGS's Adjustment of Peak Discharge Estimate for WY2023

1. Based on personal smartphone snapshots taken during the New Year's Eve discharge event, the provisional estimate for peak discharge at the San Francisquito Creek gage was cfs. This estimate has been adjusted to the 5,880 cfs published. This represents a percent decrease in peak discharge. Since the gaged record of streamflow at this location forms the upstream boundary condition for model re-calibration, it is a driving parameter, and the adjustment will be evaluated and contextualized for further discussion.
2. Contact the USGS Santa Cruz field office to obtain their procedures and rationalization for adjustment.
3. Opine on the validity of that adjustment. (Note: Regardless of this task's outcome, the published gage discharge record will be used in Task 2. Further adjustments to federally published discharge values will not be made as part of this scope of work.)
4. Document findings and opinions in a memorandum.
5. Meet with JPA and Valley Water representatives as necessary, either virtually or in-person, to discuss findings and opinions, in conjunction with the Task 1 meeting.

Task 4. Optional Services

1. Optional services related to the work described herein would only be provided at the direction of SFCJPA.
2. Optional services would be scoped depending on the results of other task items or as desired by SFCJPA.

Information Requested from SFCJPA and SCVWD

Listed information is needed to complete the work, and assumed to be furnished by you or Valley Water:

1. HEC-RAS model and supporting explanations and data
2. Records of NYE22 flood observations and available high water mark mapping
3. Rainfall records for the event as collected
4. Access to creek and surrounding floodplain areas, escorted if required

Excluded Work

Listed services are specifically excluded:

1. Surveying
2. FEMA-compliant levee failure analyses

We look forward to beginning this important work. Please feel free to call me with specific questions.

Sincerely,
Schaaf & Wheeler



Charles D. Anderson, PE
President

Schaaf & Wheeler
CONSULTING CIVIL ENGINEERS

4699 Old Ironsides Dr., Suite 350
Santa Clara, CA 95054-1860
408-246-4848

Hourly Charge Rate Schedule

Personnel Charges

Charges for personnel engaged in professional and/or technical work are based on the actual hours directly chargeable to the project.

Current rates by classification are listed below:

<u>Classification</u>	<u>Rate/Hr</u>	<u>Classification</u>	<u>Rate/Hr</u>
Principal Project Manager	\$275	Construction Manager	\$250
Senior Project Manager	\$250	Senior Resident Engineer	\$235
Senior Engineer	\$235	Resident Engineer	\$210
Associate Engineer	\$210	Assistant Resident Engineer	\$190
Assistant Engineer	\$195		
Junior Engineer	\$185		
Designer	\$175		
GIS Analyst	\$175		
Technician	\$160		
Engineering Trainee	\$135		

Litigation Charges

Work done in preparation for litigation and other very high level-of-expertise assignments is charged at \$400 per hour. Court or deposition time as an expert witness is charged at \$500 per hour.

Materials and Services

Subcontractors, special equipment, outside reproduction, data processing, computer services, etc., will be charged at 1.10 times cost.

Effective 1/1/23

Agenda Item 4.B. - Scheduling a Fall 2023 SFCJPA Board Planning and Strategy Retreat

Background

There are multiple issues of strategic importance related to the Reach 2 project. Staff want to ensure the board is well-informed and will be seeking input and direction from the board.

Discussion

The results of the hydraulic model 3rd party evaluation, the channel survey, and related analyses will be completed by early November. The results of these evaluations will inform how the SFCJPA proceeds with Reach 2 project plans. Staff would like to schedule a dedicated special meeting/strategic retreat to review the findings and recommendations and options in detail.

Recommendation

Select a date of mutual convenience in early-to-mid November. SFCJPA staff will secure an appropriate venue and make other logistical arrangements.

Agenda Item 4.C – Technology and Security Use Policy

Background

The SFCJPA employees have all used their personal cell phones for SFCJPA work-related communications and have been provided a \$40/month stipend to defray the cost of the use of personal devices for work. It is a recommended best practice to use agency-issued devices for agency business rather than personal devices.

Discussion

Staff have researched wireless carrier plans and have identified a cost-effective, reliable provider and will be issuing mobile phones to all four SFCJPA staff members. The new Technology and Security Use Policy has been recommended by our legal counsel to support and clarify the terms of employee use of agency technology. Together with other employee-related policies, the new Technology Use policy will become part of the Employee Handbook, which is a collection of all SFCJPA employee-related policies.

As issues associated with technology and communications evolve, the SFCJPA will adopt or update relevant policies and procedures to help us keep current with best practices, align practices with our member agencies, and ensure we are able to continue our work unimpeded by security issues.

Staff have prepared a contact information update 'roll-out' to ensure our community, agency members, project partners, and other key stakeholders, are apprised of our new agency-issued mobile phone numbers.

Recommendation

Review and adopt the SFCJPA Technology and Security Use Policy. Please watch for new cell phone contact details and update your contact information.

San Francisquito Creek Joint Powers Authority (SCFJPA)

Technology Use and Security Policy

PURPOSE:

The San Francisquito Creek Joint Powers Authority utilizes various forms of technology, including but not limited to Microsoft Teams, Webex, Zoom, E-mail, laptops, computers, and mobile phones (“Technology Resources”) to carry out SFCJPA functions, activities and other official business. The SFCJPA recognizes the importance of ensuring secure access to certain technology systems for official business to reduce the likelihood of unauthorized access, and the need for employees to effectively and efficiently use Technology Resources to conduct SFCJPA business.

This Policy establishes the mandatory security protocols for use of Technology Resources and the standards for employee use of mobile phones for SFCJPA business. Failure to abide by this Policy may result in disciplinary action up to and including termination of employment and/or other remedies as may be authorized by SFCJPA policies and procedures or applicable law. This Policy is in addition to all other SFCJPA policies, including the SFCJPA Policy on the Use of Email, and the Retention of Email and Other Electronic Records.

APPLICABILITY:

This Policy applies to all employees of the SFCJPA, including but not limited to full-time employees, temporary/part-time employees (including interns), and contract employees who use any SFCJPA-provided access to the Internet and/or E-mail, or who use or access any other Technology Resources of the SFCJPA, regardless of the user’s location when accessing the network or other Technology Resource.

Under limited and special circumstances, non-employees including but not limited to volunteers, consultants and other independent contractors, and other persons may be granted permission by the Executive Director to use the SFCJPA’s E-mail services or other Technology Resources for the purpose of furthering SFCJPA business or other official activities. Any non-employee who is authorized to use the SFCJPA’s E-mail system or other Technology Resources, shall abide by and comply with all requirements of this policy. This Policy shall apply to any such authorized persons who use any SFCJPA-provided access to the Internet and/or E-mail, or who use or access any other Technology Resources of the SFCJPA, regardless of the user’s location when accessing the network or other Technology Resources.

Any such non-employee shall be provided with the current Technology Use and Security Policy and sign an acknowledgment of receipt of this Policy and an agreement to abide by all of its terms before being allowed to access or otherwise use any SFCJPA Technology Resources. The signature page to acknowledge receipt of this agreement and to agree to its terms is provided as the last page in this document.

DEFINITIONS:

“Mobile Phone” or “Cellular Phone” means a device capable of taking phone calls without a physical connection to a network.

“Technology Resources” includes all electronic media and memory storage devices, software, and means of electronic communication including any of the following: software such as Microsoft Teams, Webex, and Zoom; personal computers and workstations; laptop computers; tablets; computer hardware such as internal and external disk drives, tape drives, and flash/thumb drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as cloud storage accounts; electronic mail (or email); telephones; mobile phones; smart phones; personal organizers and other handheld devices; pagers; voicemail systems; and instant messaging systems.

“Multi-Factor Authentication” or “Two-Factor Authentication” or “2FA” means a security enhancement that requires a user to present two pieces of evidence of their identity when logging in to an account.

“Authorized Technology Staff” includes the employees of RelyOnIT, the SFCJPA’s contracted technology support consultant.

POLICY:

I. Accessibility by Technology

All employees must be accessible by e-mail, phone, Microsoft Teams (for video and/or chat), Webex, Zoom, and other applications that the SFCJPA uses to communicate internally or with its member agency colleagues during normal business hours and during emergency situations, which may occur outside of normal business hours.

II. Security Measures

A. Multi-Factor Authentication

All employees must use multi-factor authentication to gain access to SFCJPA accounts as recommended by the SFCJPA’s technology support consultant(s). Multi-factor authentication may require use of a cellular or mobile phone, in which case an employee must use either their personal mobile phone, or an SFCJPA-issued mobile phone to complete multi-factor authentication pursuant to the requirements of Section III of this Policy.

B. Passwords

Certain Technology Resources can be accessed only by entering a password or using login credentials. Passwords and login credentials are intended to prevent unauthorized access to information (i.e. hackers, spoofing, phishing, ransom-ware, etc.). Employees are required to maintain their passwords and login credentials as confidential. Employees must not share passwords or forward login credentials for SFCJPA-related services, functions, software, or systems, unless authorized by the Executive Director or authorized technology staff and must not access coworkers' systems without express authorization.

Employees shall not place a lock, password or other security device or code on any SFCJPA-issued Technology Resources without approval from authorized technology staff.

Employees are advised to create strong passwords with a mix of alphanumeric and special characters to prevent unauthorized access to accounts. The SFCJPA, or its authorized technology support contractor, may periodically require employees to change their passwords in order to ensure the security of SFCJPA Technology Resources.

III. Use of Mobile Phones to Conduct SFCJPA Business

Employees shall either use their personal mobile phone or an SFCJPA-issued mobile phone to conduct SFCJPA business pursuant to this Policy. If an employee uses an SFCJPA-issued mobile phone to conduct SFCJPA business, they may not conduct any SFCJPA business on their personal mobile phone.

A. Use of Personal Mobile Phone

Employees utilizing their personal mobile phone to conduct SFCJPA business must abide by the requirements of this Section in addition to the SFCJPA's Policy on the Use of Email, and the Retention of Email and Other Electronic Records, and any other applicable policies.

Requirements for Use of Personal Mobile Phone for SFCJPA Business:

1. Be accessible via personal mobile phone in accordance with Section I of this Policy.
2. Download all applications and programs that the SFCJPA deems necessary to carry out an employee's job functions.
3. Be able to access SFCJPA e-mail and SFCJPA files on the personal mobile phone.

4. Utilize the personal mobile phone to complete any necessary multi-factor authentication required to access SFCJPA accounts pursuant to Section II.A of this Policy.

Employees utilizing their personal mobile phone to conduct SFCJPA business in accordance with these requirements shall receive a stipend in an amount determined by the SFCJPA Board for the use of their phone for SFCJPA business.

Failure to abide by any requirement in this Section, or in the SFCJPA's Policy on the Use of Email, and the Retention of Email and Other Electronic Records may result in the revocation of the employee's ability to use their personal mobile phone to conduct SFCJPA business. In the event an employee cannot or elects not to use their personal mobile phone to conduct SFCJPA business, the employee shall utilize an SFCJPA-issued mobile phone pursuant to Section III.B of this Policy and shall not receive a stipend.

B. Use of SFCJPA-Issued Mobile Phone

Employees utilizing an SFCJPA-issued mobile phone to conduct SFCJPA business must abide by the requirements of this Section in addition to the SFCJPA's Policy on the Use of Email, and the Retention of Email and Other Electronic Records, and any other applicable policies. Use of SFCJPA-issued mobile phones shall be limited to conducting or carrying out SFCJPA-related business and official activities only. Employees shall not use an SFCJPA-issued mobile phone for personal calls or business.

Requirements for Use of an SFCJPA-Issued Mobile Phone for SFCJPA Business:

1. Be accessible via the SFCJPA-issued mobile phone in accordance with Section I of this Policy.
2. Download all applications and programs that the SFCJPA deems necessary to carry out an employee's job functions.
3. Utilize the SFCJPA-issued mobile phone to complete any necessary multi-factor authentication required to access SFCJPA accounts pursuant to Section II.A of this Policy.
4. Utilize the SFCJPA-issued mobile phone strictly for SFCJPA business.

IV. Privacy in Technology Resources Used for SFCJPA Business

The SFCJPA respects the individual privacy of its employees. However, the privacy rights of an SFCJPA employee do not extend (a) to work-related

communications, whether sent or received on a personal or SFCJPA-issued Technology Resource, (b) to the use of SFCJPA-owned equipment, accounts, or services, including SFCJPA-issued mobile phones, SFCJPA e-mail systems and other Technology Resources, or (c) to e-mails and other SFCJPA records relating to SFCJPA business transmitted or maintained using personal e-mail systems, other personal Technology Resources, other non-SFCJPA issued e-mail accounts, or other non-SFCJPA issued technology devices.

Employees have no reasonable expectation of privacy in communications transmitted over the SFCJPA's e-mail network or other SFCJPA Technology Resources as such communications are not confidential, notwithstanding any password and/or login credentials.

SFCJPA records, even when stored on a home or personal e-mail device or other personal Technology Resource, or outside employer or business, may be subject to disclosure under the Public Records Act, and may also be recovered and discoverable in litigation.

Refer to the SFCJPA Policy on the Use of Email, and the Retention of Email and Other Electronic Records for more information regarding privacy in electronic communication and retention and destruction of SFCJPA records on personal and SFCJPA-issued Technology Resources.

V. Retention of Electronic Communications

E-mails and other electronic messages, documents and data related to SFCJPA business, whether located on an SFCJPA-issued mobile phone or a personal mobile phone, must be retained for two (2) years, or as specified in the SFCJPA's Policy on the Use of Email, and the Retention of Email and other Electronic Records or the SFCJPA's retention schedule, whichever is longer.

VI. Violations

Violations of this Policy shall be reviewed on a case-by-case basis. An employee who violates this Policy may be subject to disciplinary or legal action up to and including termination from employment and/or other remedies as may be authorized by SFCJPA policies and procedures or applicable law.

VII. Modifications

The SFCJPA may, at any time, delete, modify, amend, and/or supplement this Policy at its sole discretion.

ACKNOWLEDGMENT OF RECEIPT OF POLICY AND AGREEMENT TO ABIDE BY ITS TERMS

I have received and reviewed a copy of the SFCJPA's Technology Use and Security Policy. By signing below, I understand and acknowledge that I must abide by the Technology Use and Security Policy at all times, and that my violation of the Policy may result in disciplinary action up to and including my termination from employment.

Date

Employee Signature

Employee Name *[Please print]*

Executive Director's Report, August 24, 2023

Admin and Operations

The SFCJPA will be issuing JPA-owned mobile phones for all employees and instituting appropriate implementing policies. Please see our website and other communications regarding new employee mobile phone contact information.

Project Updates

Reach 2 and Pre-Winter Preparation

Annual Creek Maintenance Walk – August 23, and August 24.

HEC-RAS Model 3rd party evaluation – Staff solicited proposals from three qualified, objective firms. Two responded. The firm Schaaf and Wheeler has been selected. The Board is being asked to authorize the Executive Director to negotiate the scope, costs, and schedule for this contract. A proposed scope and cost estimate is included in the Board packet as information only. The final, executed scope and cost may be slightly different based on our needs and negotiations.

The scope of Schaaf and Wheeler's services are from USGS stream gage to San Francisco Bay and includes the following tasks:

1. Review existing HEC-RAS model to understand relevant model parameters including source of creek and floodplain geometries, bridge modeling parameters, lateral structures including levees and creek banks, boundary conditions, lateral inflows, roughness, expansion and contraction,
2. Review USGS stream flow data and rationale for revised discharge rates.
3. Incorporate survey data and results of USGS data evaluation and into a more detailed model (InfoWorks ICM[®]) calibrated with data from the New Year's Eve event. This model integrates creek flows with local storm drain systems that discharge to the creek.

Channel Survey – Valley Water's in-house survey crew has begun a survey of key creek areas where additional cross-section or top-of-bank elevation details may provide improved model accuracy, using pole-mounted LiDAR and confirmation with traditional survey methods. The survey crews mobilized the week of August 14. Their work should require approximately two weeks of in-field work, followed by approximately two weeks of data compilation and validation.

Most of the work associated with the survey and HEC-RAS model 3rd party evaluation will be complete by the end of October. However, incorporating the new survey data into

the InfoWorks ICM® model will take a little longer. We anticipate an early November completion timeframe.

Flood Early Warning System – We are reviewing and assessing existing rain and stream flow gages and are planning to add additional gages in select locations. We are contacting and coordinating with Stanford, USGS, NOAA, and our member agency colleagues as part of this effort.

Multi-Agency Coordinating Committee (MAC) – We are coordinating with MAC leadership and members to schedule an early pre-season meeting and planning for a table-top exercise.

Member City Public Works Teams and Valley Water Coordination – We have convened regular calls among public works and appropriate Valley Water personnel to proactively prepare for continued El Nino conditions this coming winter. The purpose of this group is clear understanding regarding important functions such as: emergency action item jurisdiction (geographic scope/locations of responsibility), mutual aid coordination processes, inventorying emergency supplies, pre-ordering/procuring supplies, group procurement opportunities, staging of sandbags or other flood response materials and equipment, coordinating communications and community outreach about flood preparedness and response. This information will flow directly into the pre-season MAC meeting for overall awareness and coordination.

Communications Coordination – We are convening a multi-agency Public Information Officer (PIO) team meeting to address consistent messaging and coordinating community outreach before, during, and after any winter storms and any resulting impacts.

Sediment Management – Last winter's storms brought an accumulation of sediment to the north side of the channel and tunnel under West Bayshore and Highway 101. Community members have expressed their concern about the accumulated sediment and the possibility that it could impede creek flows through this area. SFCJPA staff have been in communication with CalTrans (the entity in control of this location) regarding this sediment in in-person meetings, phone calls, and via an online trouble reporting system. SFCJPA staff have also been in touch with OneShoreline and Valley Water to discuss possible approaches to sediment removal in this area. This issue has not been resolved, but it is now well-known, and documented, and we are exploring options for ways to proactively address sediment accumulation at this location.

However, this is a complex issue to resolve- for example in discussions with Caltrans maintenance staff, Caltrans cannot remove sediment unless an emergency situation occurs. We are in discussions with our agency partners and CalTrans to identify opportunities for proactive actions.

Hazardous and Invasive Tree Removal Plan– This longer-term action is being drafted by staff and will be circulated to member agencies for review.

Reach 2 Project -

The SFCJPA is supporting the City of Palo Alto's Newell Bridge RWQCB permit application. 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.

Review and potential adjustment of Reach 2 project designs will follow the outcomes of the bank and channel survey, and the HEC-RAS model 3rd party objective review (which will be informed by the results of the survey). Additionally, the following activities are underway -

CAP205/U.S. Army Corps of Engineers (USACE) – We are in close communication with the USACE CAP205 team regarding the planned survey and the potential ramifications to the CAP205 project (the channel widening components) of the updated understanding of channel hydraulics. We, and our USACE partners, are committed to supporting each other's work and to pursuing the CAP205 process as long as it remains feasible to do so.

Top-of-Bank and Channel Widening Designs – Design work for these components of the project is paused as we consider the outcomes of the survey and HEC-RAS model update.

Top-of-Bank Supplemental EIR – The SEIR is on pause, until we can consider the outcomes of the survey and HEC-RAS model update.

SAFER Bay Project -

San Francisco Bay Restoration Authority (SFBRA) Board Tour – Save the Date: October 6, 2023. The SFBRA is planning a public tour that will include portions of the SAFER Bay Project. We are coordinating with SFBRA on tour details. Further information will be provided as details are finalized. All are welcome and encouraged to join.

A pre-application meeting with the Bay Area Regulatory Integration Team was held on August 16, 2023. The purpose of this meeting was to obtain regulatory input on several items, including flood protection design South of Bay Road, site specific refugial habitat/transition zone recommendations, and Western Snowy Plover mitigation strategy. A formal response is expected in 30 days.

A SAFER Bay Community Advisory Committee meeting is planned for September 20, 6-8 pm. This meeting is being facilitated by community-based organizations Nuestra Casa and Climate Resilient Communities. If you are interested in attending, please contact

Jennifer Adams at adams@nuestracasa.org or Najiha Al Asmar at najiha.alasmar@crcommunities.org.

Grants and Funding

There are several grant funding opportunities the SFCJPA staff have been engaged in, are evaluating, or are supporting, including:

NOAA Coastal Regional Resiliency Grant – Letter of Interest due by August 28

California Office of Planning and Research, Regional Resilience Planning Grant – Letter of Interest/Pre-application was submitted on August 14. A full application is due by August 29.

U.S. Army Corps Section 165A and CAP205 opportunities for East Palo Alto – facilitated two meetings between the Corps and the City of East Palo Alto for this Corps grant program.

USDA Emergency Watershed Program (EWP) Grants – evaluated for applicability to storm damages from 2022. Applications must be submitted within 60 days following bank failures or flooding along the creek. USDA clarified terms of EWP grants – they are reimbursement only – up to 75% but grantee must cover 100% of any costs up front. This funding is not a fit currently - we are outside the timeframe for post-event application, and neither our project areas nor our member cities' areas of concern are aligned with their criteria. The EWP program may be of interest to certain private creek-side properties in future events.

U.S. EPA Region 9, San Francisco Bay Water Quality Improvement Fund – evaluated for applicability to Reach 2/Reach 3, including a discussion with Program Lead, Luisa Valiela on August 16. Based on this input, no application will be submitted this year. The SFCJPA may apply next year if EPA program changes, or other circumstances, make our projects more competitive.

New Board Alternate - City of East Palo Alto

Ms. Martha Barragan has been appointed to serve as the City of East Palo Alto's board alternate to the SFCJPA, replacing Ms. Lisa Gauthier.



Artificial bodies of water, modern



SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY

Regular Meeting of the Board of Directors
August 24, 2023



A map of the San Francisco Peninsula showing various subwatersheds and water features. The map includes labels for cities like Alhambra, East Palo Alto, Menlo Park, Palo Alto, Woodside, and Mountain View. It also shows the Bear Gulch Reservoir, Bear Creek, and Los Trancos Creek. A legend in the top left corner identifies 'Artificial bodies of water, modern' with a blue icon. A 'NATURAL LEVELS' legend is visible in the bottom right corner.

AGENDA

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

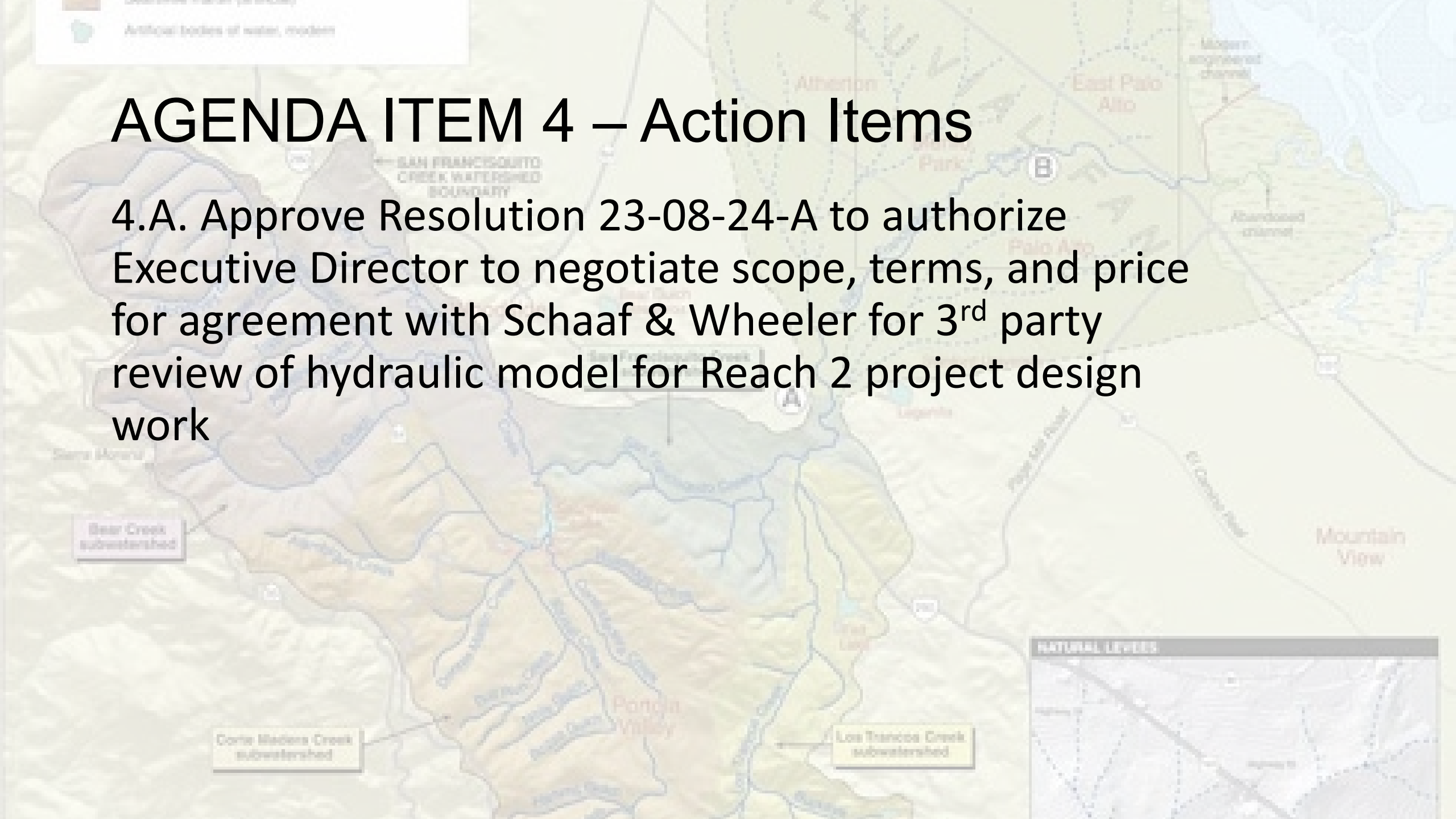
1. ROLL CALL

2. APPROVAL OF AGENDA: Changes or additions to the agenda.

3. 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.



Artificial bodies of water, modern

AGENDA ITEM 4 – Action Items

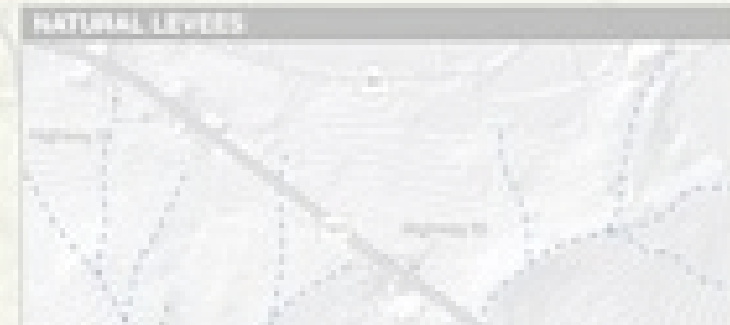
4.A. Approve Resolution 23-08-24-A to authorize Executive Director to negotiate scope, terms, and price for agreement with Schaaf & Wheeler for 3rd party review of hydraulic model for Reach 2 project design work

Bear Creek subwatershed

Corte Madera Creek subwatershed

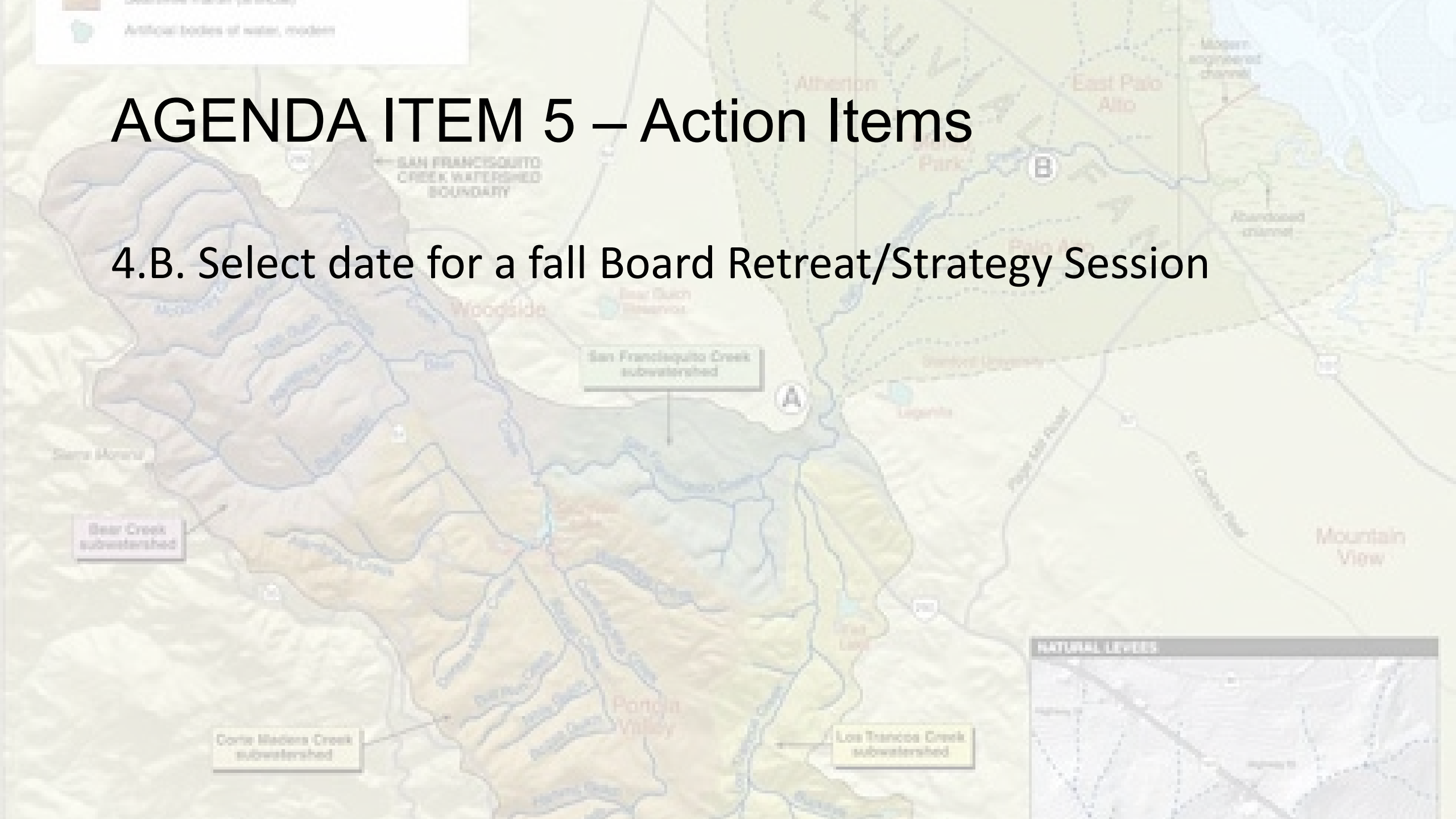
Portola Valley

Los Trancos Creek subwatershed



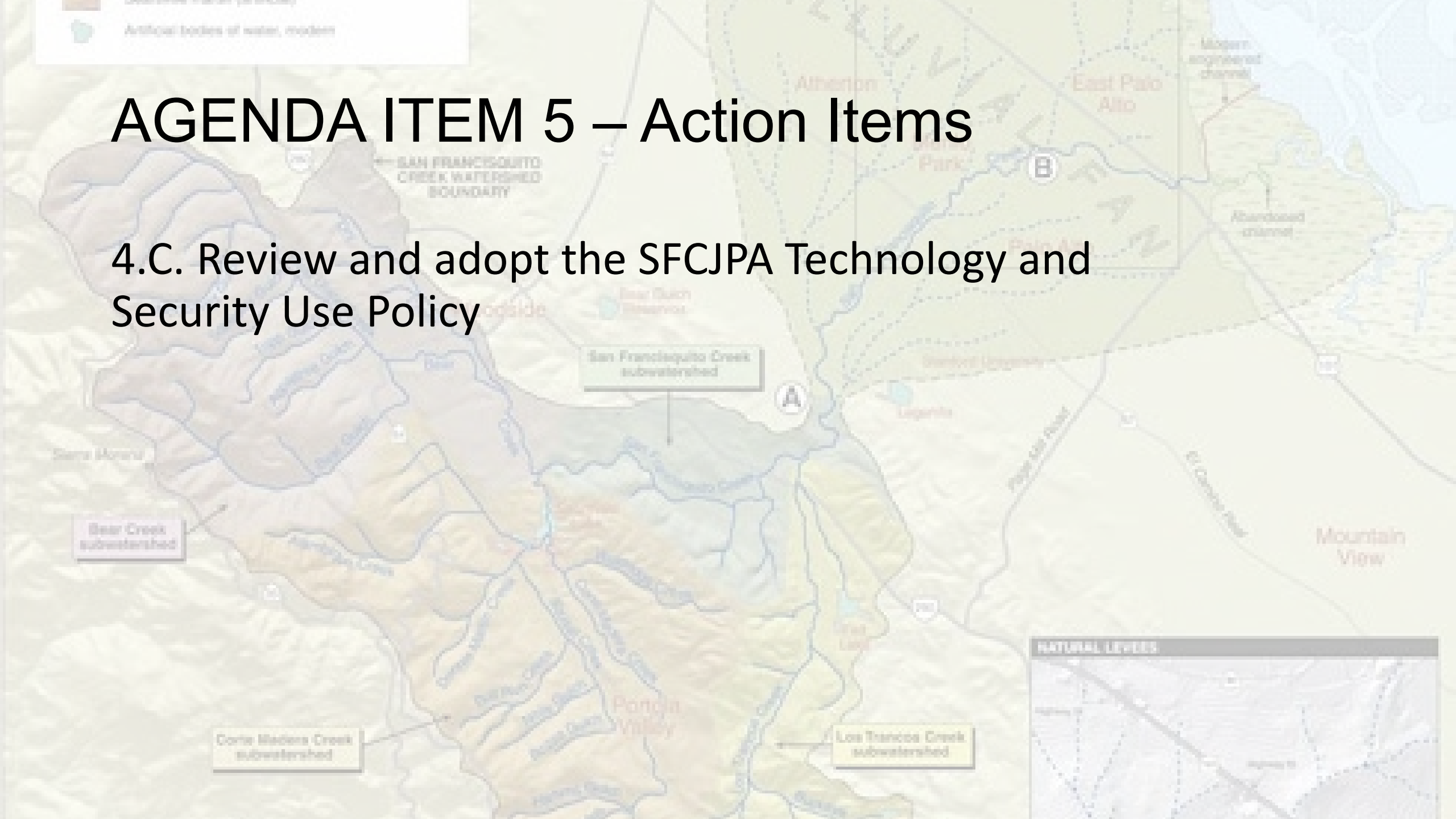
AGENDA ITEM 5 – Action Items

4.B. Select date for a fall Board Retreat/Strategy Session



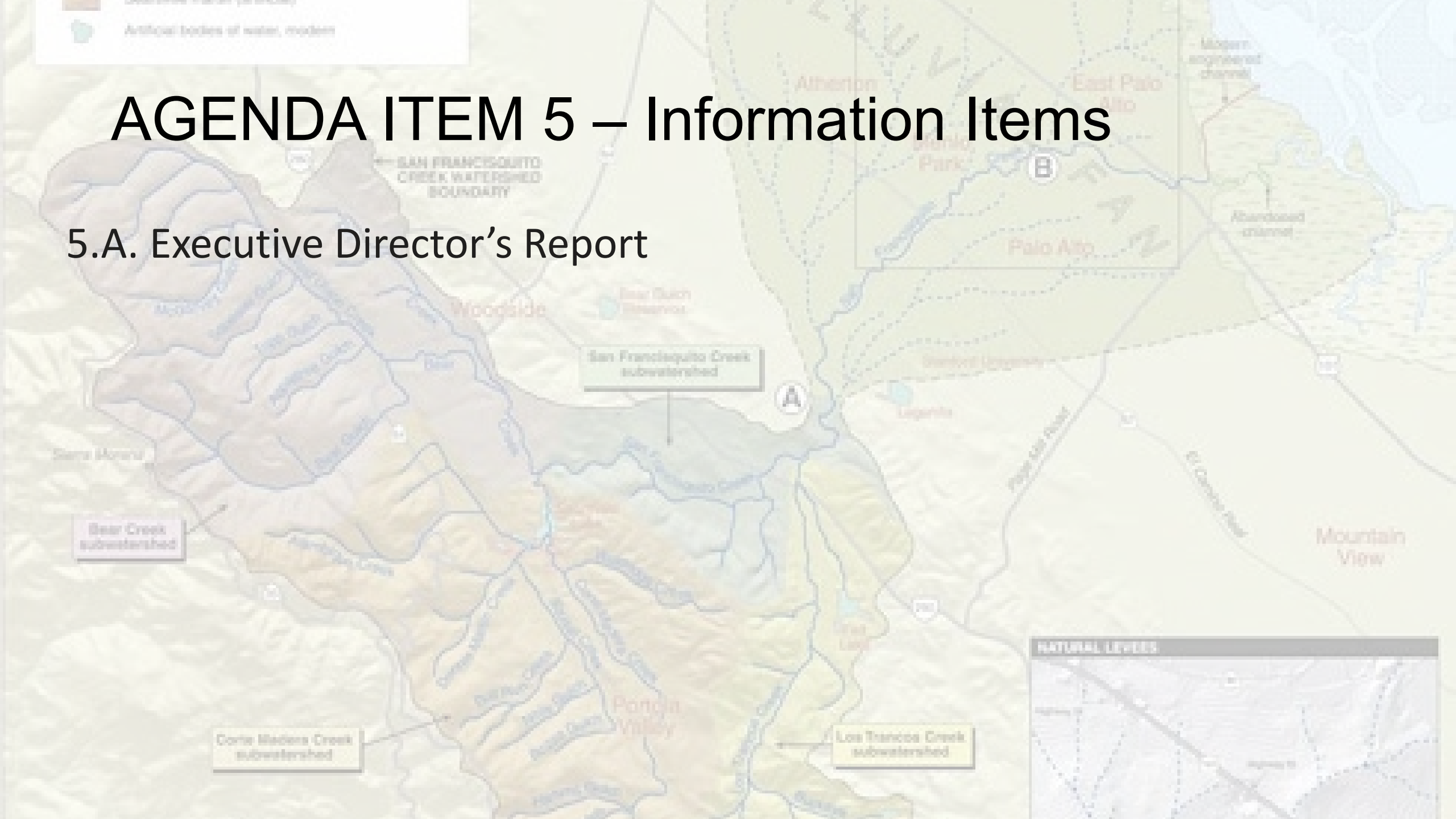
AGENDA ITEM 5 – Action Items

4.C. Review and adopt the SFCJPA Technology and Security Use Policy



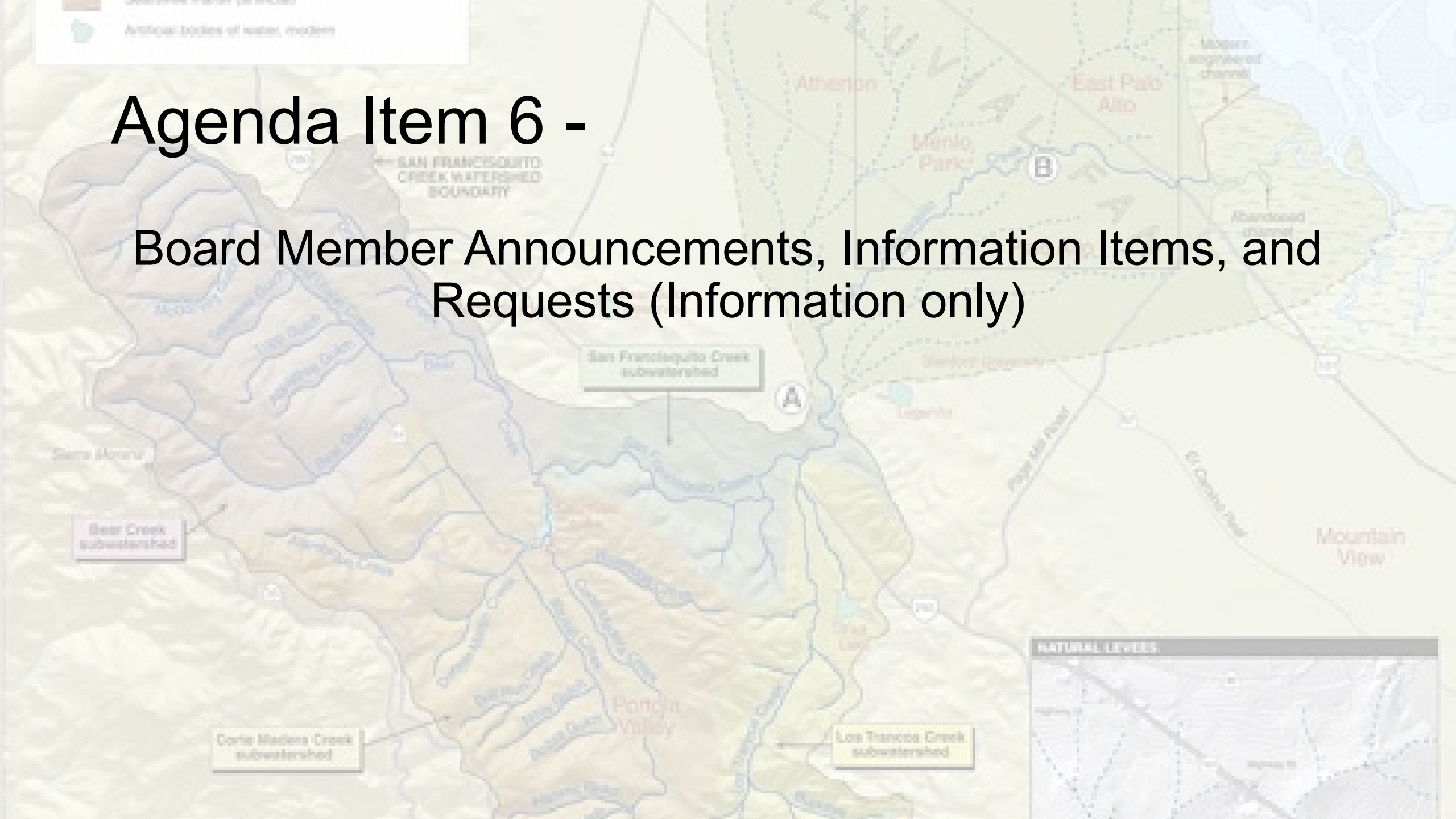
AGENDA ITEM 5 – Information Items

5.A. Executive Director's Report



Agenda Item 6 -

Board Member Announcements, Information Items, and Requests (Information only)



Agenda Item 7

ADJOURNMENT

