

**San Francisquito Creek Joint Powers Authority**  
**October 22, 2020 Board Meeting Minutes**

Director Kremen called the meeting to order at 3:30 p.m. via streaming video and teleconference call.

**1) ROLL CALL**

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

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

Legal Present: Trisha Ortiz  
Ginetta Giovinco  
Regina Danner

**2) APPROVAL OF AGENDA**

ACTION: Motion and second (Cormack/Abrica) to approve the agenda, passed 4-0. Director Pine not present at time of vote.

Roll call vote  
Director Abrica Aye  
Director Combs Aye  
Director Cormack Aye  
Director Kremen Aye  
Director Pine not present

**3) APPROVAL OF SEPTEMBER 22, 2020 REGULAR BOARD MEETING MINUTES**

Director Pine arrived at 3:35 pm

ACTION: Motion and second (Cormack/Abrica) to approve the September 24, 2020 Regular Board meeting minutes, passed unanimously.

Roll call vote  
Director Abrica Aye  
Director Combs Aye  
Director Cormack Aye  
Director Kremen Aye  
Director Pine Aye

**4) PUBLIC COMMENT**

None.

**5) REGULAR BUSINESS: EXECUTIVE DIRECTOR'S REPORT**

Ms. Bruce reported on upstream project updates, one-year flood protection/detention basins, funding roadmap update, SAFER Bay project update and organization/administration updates.

**6) SFCJPA FINANCIAL POLICY UPDATE**

ACTION: Motion and second (Cormack/Pine), to adopt RESOLUTION NUMBER 20-10-22 A which

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adopts the amended Financial Management and Accounting Policies, previously approved on October 28, 2010, and updated on September 22, 2016, passed unanimously.

Roll call vote

Director Abrica Aye

Director Combs Aye

Director Cormack Aye

Director Kremen Aye

Director Pine Aye

**7) EMAIL POLICY**

ACTION: Motion and second (Abrica/Kremen), to adopt RESOLUTION NUMBER 20-10-22-B which adopts the Email Policy, dated October 22, 2020, passed unanimously.

Roll call vote

Director Abrica Aye

Director Combs Aye

Director Cormack Aye

Director Kremen Aye

Director Pine Aye

**8) MEETING MINUTES POLICY**

ACTION: Motion and second (Kremen/Cormack), to adopt RESOLUTION NUMBER 20-10-22 C which adopts the Meeting Minutes Policy as edited; keeping minutes all recordings (video and audio), Board packet materials and presentation materials accessible to the public online for a minimum of five years; dated October 22, 2020, passed unanimously.

Roll call vote

Director Abrica Aye

Director Combs Aye

Director Cormack Aye

Director Kremen Aye

Director Pine Aye

Ms. Trish Mulvey provided comments by email supporting the policy and suggesting the policy include keeping minutes and all Board documents and recordings for five years.

Mr. Jerry Hearn provided comments supporting the policy with the addition of keeping all Board attachments, recordings, and presentation materials longer than one year.

**9) APPROVE FY 2020 - 20201 UPDATED SALARY SCHEDULE**

ACTION: Motion and second (Pine/Combs), to adopt RESOLUTION NUMBER 20-10-22 D which adopts the amended FY 2020-2021 salary schedule. Approval of the salary schedule certifies promotion of Project Manager Tess Byler to Senior Project Manager. Due to budget constraints the salary increase will be split with half awarded in FY 2020-2021 budget effective October 1, 2020 and half awarded in FY 2021-2022 retroactive to October 1, 2020, passed unanimously.

Roll call vote

Director Abrica Aye

Director Combs Aye

Director Cormack Aye

Director Kremen Aye

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Director Pine Aye

Mr. Jerry Hearn provided comments in support of the promotion for Ms. Byler.

**10) STANFORD ACCESS AGREEMENT**

ACTION: Motion and second (Kremen/Cormack), to adopt RESOLUTION NUMBER 20-10-22-E which approves the Stanford Access Agreement, stating the understandings and obligations of both parties, enabling the further evaluation of flood detention facilities, passed unanimously.

Roll call vote

Director Abrica Aye

Director Combs Aye

Director Cormack Aye

Director Kremen Aye

Director Pine Aye

Mr. Jerry Hearn gave congratulations to staff and asked if there was participation from Jasper Ridge representatives and if Stanford representatives were forthcoming with their information and knowledge. Ms. Bruce shared that the representatives from Stanford who were present made clear the ecological concerns of Jasper Ridge. There were no personnel from Jasper Ridge present at the meetings.

**11) ENVIRONMENTAL SCIENCE ASSOCIATES (ESA) CONTRACT AMENDMENT**

ACTION: Motion and second (Cormack/Abrica), to adopt RESOLUTION NUMBER 20-10-22 F which authorizes the Executive Director to approve Amendment 1 to the ESA consultant agreement on the condition that it does not exceed \$60,000 in additional costs to the SFCJPA, and that the Executive Director will seek Board approval for any additional costs, passed unanimously.

Roll call vote

Director Abrica Aye

Director Combs Aye

Director Cormack Aye

Director Kremen Aye

Director Pine Aye

Director Pine left at 4:43 PM

**12) COMPREHENSIVE PLAN**

Agendized to next meeting of the Board for acceptance. Staff directed to include comments from the City of Palo Alto.

**13) BOARD MEMBER COMMENTS**

Director Abrica asked that a winter preparedness discussion be agendized for the next meeting of the Board.

**14) PUBLIC COMMENT ON CLOSED SESSION**

None.

Director Abrica left at 4:51 pm.

**15) CLOSED SESSION**

Adjourned to closed session at 4:52 pm

**16) REPORT OUT FROM CLOSED SESSION**

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Re-adjourned to open session at 5:42 pm.

Ms. Trisha Ortiz, SFCJPA Legal representation reported that there were no reportable actions from the closed session.

**17) ADJOURNMENT**

Regular meeting session adjourned at 5:43 pm.

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