

MINUTES
SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY BOARD
24 February 2005

Chairperson Mossar called the meeting to order at 6:00 p.m. at the City of East Palo Alto Council Chambers, 2415 University Avenue, East Palo Alto, California.

1. Roll Call

Members Present: Chairperson Mossar, City of Palo Alto
 Director Duboc, City of Menlo Park
 Director Abrica, City of East Palo Alto
 Director Gordon, San Mateo County Flood Control District

Members Absent: Director Zlotnick, Santa Clara Valley Water District

Associate Members Present: Pam Sturner, Watershed Council
 Michael Fox, Stanford University
Associate Members Absent: None

JPA Staff Present: Cynthia D'Agosta, Executive Director
 Andrew Kloak, Kevin Murray, Staff

Others Present: Fernando Bravo (City of East Palo) Glenn Roberts, Joe Teresi (City of Palo Alto); Jason Christie (SCVWD); Kent Steffens (City of Menlo Park); Ann Stillman (San Mateo County Flood Control District); John Schaefer (Palo Alto Resident); Mary Schaefer (Palo Alto Resident); John Schaefer (Palo Alto Resident); Art Kraemer (Palo Alto Resident)

2. APPROVAL OF THE January 27, 2005 SPECIAL MEETING MINUTES

The Board considered approval of the meeting minutes from January 27th. Director Gordon moved approval, Chairperson Mossar seconded, and approved 4-0.

3. APPROVAL OF AGENDA

The Board considered approval of the agenda. Chairperson Mossar requested moving items 6C and 6D in front of 6A on the agenda because Director Gordon could not stay for the duration of the meeting. Director Duboc moved approval, Director Abrica seconded, and approved 4-0.

4. CONSENT CALENDAR-None

5. PUBLIC COMMENT- Public comment on items not on the agenda. None

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6. REGULAR BUSINESS

C. *Resolution #05-24-02 authorizing grant application to Department of Water Resources. Attachment*

Kevin Murray gave background that the JPA had gone through a number of phases to prioritize sites for bank stabilization demonstration projects, beginning in 2001. Mr. Murray said the Children's Health Council and six resident properties in Menlo Park (between San Mateo Drive bike bridge and the Allied Arts Center) came out as the highest priority reach.

Mr. Murray said the JPA had been actively seeking funding to try to implement a demonstration project on the identified stream reach. He said that the partnering landowners have committed to share in the costs of the project, and agreements are being worked on currently.

Mr. Murray reported that the passage of Proposition 40 in 2004 made new funding available that staff believes the project would be very competitive for. The JPA recently submitted a grant application for \$592,000 to the California Department of Water Resources (DWR) for the construction phase of the project. He said that DWR requires that a resolution of the Board of Directors be submitted supporting the application, and that staff was recommending passage of the resolution at tonight's meeting.

Director Duboc said she was hopeful the JPA would be successful in getting this money. She said that these locations were excellent choices, and that bank stabilization in this area was needed due to bank loss from the flooding of 1998.

The Board considered approval of the resolution-#05-24-02. Director Gordon moved approval, Director Duboc seconded, and approved 4-0.

D. *Board Committee Appointments - Ad Hoc Finance & Personnel Committees*

Chairperson Mossar explained that normally the Board selected officers and made committee appointments at the annual JPA meeting in September, but that due to results of the November 2004 election, new – temporary appointments were needed. She said Board Member officers were approved at the February meeting and appointments to committees were still necessary on an interim basis (from this date to the September meeting.)

The Board identified Director Abrica and Director Zlotnick for the Finance Committee and Chairperson Mossar and Director Duboc for the Personnel Committee. Director Gordon offered to serve on either committee if the need arose.

The Board considered committee appointments. Director Gordon motioned, Director Duboc seconded, and the Board approved the appointments 4-0.
(order of items changed at beginning of meeting)

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A. ED Report - Army Corps of Engineers (COE) project Updates:

Status of 905(b). Letter attachment in hard copy only

Project Management Plan process.

Watershed studies bibliography.

Federal funding request for FY 2006.

Ms. D'Agosta reported that the final draft of the 905b Report was still in process with the COE. She said, once finalized, this document would be sent to the South Pacific Divisional Headquarters for approval. In January, the JPA sent the COE a letter of intent to accompany the 905b document. She said one of the attachments in the Board packet was a letter from Lieutenant Colonel Feir acknowledging the receipt of the letter of intent from the JPA.

Ms. D'Agosta said the Project Management Plan (PMP) was the outline for the steps and activities to be accomplished in the Feasibility phase of the project. She said the JPA had the opportunity, as the local sponsor, to sit down with the COE and develop this PMP. She said the COE follows a very specific outline for this and that the guidelines of the PMP had recently been posted on the JPA website.

Ms. D'Agosta said one thing the JPA wanted to bring under their sphere of influence was the public process for this long-term project. She said that the COE would likely have an expedited public process but not the fully engaged public process that was needed. Ms. D'Agosta said the JPA Management Team was unanimously in favor of this local control of the public process.

Ms. D'Agosta said the Management Team would meet with the COE Project Managers in San Francisco at an introductory meeting about the PMP and other issues on March 2nd. She said some of our members' staffs have not been through a large-scale project such as this one so this session would be a good introduction.

Ms. D'Agosta said the COE had asked the JPA to comprise a watershed studies bibliography. She said many studies have been done and the best list was developed through Santa Clara County's Watershed Management Initiative (WMI) process. She said a very extensive library of WMI's information was at the Palo Alto Regional Water Treatment (PARWT) facility offices.

Director Abrica asked if there was an equivalent database in San Mateo County like there is in Santa Clara County.

Ms. D'Agosta said there are several sources but no comparable comprehensive database in San Mateo County.

Glenn Roberts said Ms. D'Agosta was correct that there is not a database physically located in San Mateo County, but that the collection of records at PARWT does have a good deal of information about San Mateo County portion of the San Francisquito Creek. He said it was available to persons from either county to review it.

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Ms. D'Agosta identified the document in the staff report entitled "Corps of Engineers Federal Funding Request 2006", explaining that this text would accompany our member delegations visiting specific Congressional representatives in Washington. Annually in March delegations from three JPA members (East Palo Alto, Palo Alto, and SCVWD) would travel to Washington, D.C. to ask that San Francisquito Creek be included in the federal budget.

Ms. D'Agosta said \$350,000 was the amount for the FY 2006 request for the second year of feasibility funding (COE Fiscal Year 2006). She said the earliest the JPA could learn about the final status of this Congressional money was October. She said this money, if awarded, would be allocated, not to the JPA directly, but to the COE budget for the San Francisquito Creek project. Ms. D'Agosta reminded everyone, however, that the JPA would have to match the federal funding.

Chairperson Mossar asked Ms. D'Agosta to remind everyone the current status of the matching money. She said it was her belief that that the matching money existed.

Ms. D'Agosta responded that indeed, the Santa Clara Valley Water District (SCVWD) and San Mateo County Flood Control District set aside three million dollars (\$1.5 million dollars each) to provide the local match of the feasibility phase of the project. She said a resolution to support this came about during the negotiations for the levee restoration project in 2001.

Ms. D'Agosta requested that citizens and member agencies should write letters to the leadership of the Congressional Subcommittee on Energy and Water Development, and to local political leaders regarding federal funding for the next phase of the COE project. She said these letters should support Congresswoman Eshoo's request of \$350,000 for FY 2006. JPA staff has put a sample letter and addresses of where to send the letters, on the JPA web page.

Director Duboc said this letter should be put on the Menlo Park website. She said she would make an announcement about this at the next City of Menlo Park Council meeting.

Ms. D'Agosta said there is a link between the City of Menlo Park and the JPA website that people could use to access this letter.

Chairperson Mossar said she would welcome taking a stack of letters from constituents to take to Washington on March 9th. She said she would need the letters in advance of her trip to Washington with the City of Palo Alto delegation.

[Director Gordon left the meeting at this point at 6:19 p.m.]

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Fernando Bravo reported that Mayor Woods of East Palo Alto, City Manager Alvin James and Director Abrica went as part of the delegation from East Palo Alto to Washington D.C. Staff from EPA worked with Ms. D'Agosta to develop language to make the request as well.

Director Abrica said they went on a round of lobbying efforts. He said they asked for federal support for San Francisquito Creek among other city requests made to members of Congress.

Chairperson Mossar said she was going back to Washington in later April so there would be another chance for her to make additional requests on behalf of the JPA.

Ms. D'Agosta said she would coordinate with City of Palo Alto staff to maximize the lobbying potential on these visits by the delegation.

***B. Project Manager's Report -
Safety Policies Manual
Watershed Council Draft Watershed Management Plan Update
Corte Madera Creek Study
Response Coordination***

Kevin Murray presented an update on several items, and informed the Board that this is a new agenda item that will be used more frequently in the future to inform the Board on operations and special project status.

Mr. Murray said a safety policies manual was in the process of being developed, and will take about six months to complete. He reported that the Special District Risk Management Authority, which administers general liability and workers' compensation insurance for the JPA, conducted a review of field procedures and basic safety policies of the agency, and has recommended that the manual be developed. He said the Board would receive continued updates as that policy handbook is developed, and that a resolution of the Board to adopt the manual would be sought in the future.

Chairperson Mossar asked what kind of field safety recommendations by SDRMA were made.

Mr. Murray said the recommendation was for the development of policies for field safety procedures, not specifically what those policies should be. He said SDRMA wanted the JPA to have clear guidelines in place in answer to the question, "What standard precautions should be taken when a JPA employee is out in the field?"

Mr. Murray said Director Zlotnick had asked for an updated on the Watershed Council's *Draft Watershed Plan*. He said his update would be brief, and that the plan had been re-named: *A Vision for San Francisquito Watershed*.

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Mr. Murray said the document was actively being edited and the final document would be completed sometime soon. He said staff was working with Watershed Council staff and community members on this document. He said the Watershed Council staff would make a presentation to the JPA Board when this document was complete.

Mr. Murray said the next update was on the Corte Madera Creek Bank Erosion and Sedimentation Study. He said Corte Madera Creek was a large tributary situated above Searsville Dam. He said this creek largely runs through open space, and neighborhoods of the Town of Portola Valley, and is the largest sediment contributor in the watershed.

Mr. Murray said last year the JPA partnered with the Town of Portola Valley to apply for funding to do planning for a project that would promote effective ecologically sensitive forms of bank stabilization. He said Corte Madera is largely privately held and experiences rapid erosion. He said this a first effort to work with the town on a watershed project to utilize bank stabilization techniques that have been successful elsewhere.

Director Duboc asked whether attempts had been made by the agency to persuade the Town of Portola Valley about becoming a member.

Ms. D'Agosta said this has been done at least once a year, every year. She said the COE project might change the interest level of these communities. She said the fact that the JPA decided to do a Flood Damage Reduction and Ecosystem Restoration (FDR & ER) project, allows the agency to begin addressing issues of the upper watershed towns that was not possible before. She said the project would include watershed-wide issues such as sediment control, ecosystem restoration, habitat preservation.

Director Duboc said she would like to talk to Ms. D'Agosta further about coming up with a list of citizens that could aid in this process of making in-roads on the issue of JPA membership with Portola Valley and Woodside. She said Bill Lane was a great person to start with.

Ms. D'Agosta said the JPA had met with Bill Lane a couple of times on this issue. She said it would elevate the discussions by having council member to council member level meetings on this.

Mr. Murray continued his report. He stated that an emergency access ramp into the creek near University and Creek Drives in Menlo Park was damaged by teens building a dirt bicycle track into the creek channel. He said the City of Menlo Park Public Works repaired the ramp very quickly after the damage had been done. He said the Menlo Park Police arranged to meet with the parents and these teens. He said the JPA was exploring the possibility of putting in signs in this area.

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Chairperson Mossar said she confronted these children digging on the ramp at this location on a Sunday morning and that they genuinely thought this was not a big deal. She said an educational workshop would be the way to reach these children so this will not happen again.

E. Future Meeting Schedule and Draft Agendas

Ms. D'Agosta said this report listed the upcoming meetings and the possible agenda items for these meetings.

7. BOARD AND ASSOCIATE MEMBER REPORTS - *Agendized reports from Board and/or Associate Members requesting Board action. None*

8. BOARD AND ASSOCIATE MEMBER MATTERS *Non-agendized comments, requests, or announcements by Board and/or Associate members, no action may be taken.*

Pam Sturner said she was happy to report the completion of a new watershed map for the San Francisquito watershed. She said this idea derived from a longtime member Trish Mulvey and was produced through the Oakland Museum bay area watershed-mapping project. She said the Watershed Council was able to get a grant through Cal Fed to pay for this project and additional funding came from the Cities of Palo Alto, Mountain View and Sunnyvale and the Silicon Valley Pollution Prevention Center.

Ms. D'Agosta said the JPA had ordered some of these maps as well. She said that the JPA was formulating a plan on the best way to distribute these. She said one idea was to announce the availability of these maps in May to kick off Watershed Awareness Month. She said this could be something that the JPA and the Watershed Council collaborate together on.

Director Duboc said another idea could be to tie these maps into a specific educational event in May. She said one possibility would be the JPA doing an assembly with the Oak Knoll School for these purposes.

Director Abrica said he really felt this was a great map that should be widely distributed.

He said he also particularly appreciated Ms. D'Agosta's new Board member orientation. He felt it was an excellent overview and introduction for him.

9. ADJOURNMENT

Chairperson Mossar adjourned the meeting at 6:37 p.m.

Minutes Prepared by: Andrew M. Kloak
Clerk of the Board