

MINUTES
SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY BOARD
February 22, 2001

Chairperson Bay called the meeting to order at 6:12 p.m. at the City of East Palo Alto Council Chambers, 2415 University Avenue, East Palo Alto, California.

1. **ROLL CALL**

Members Present: Duane Bay (City of East Palo Alto)
Dena Mossar (City of Palo Alto)
Greg Zlotnick (Santa Clara Valley Water District)
Chuck Kinney (City of Menlo Park)
Rose Jacobs Gibson (San Mateo County)
Cynthia D'Agosta (Executive Director)

Members Absent: None

Associate Members Present: Michael Fox (Stanford)
Jim Johnson (CRMP)
Jerry Hearn (CRMP)

Others Present: Michael Lawson (JPA legal counsel); Dianne Dryer; Frank Carmey; Kris Schenk (City of Menlo Park); Jennie Micko, Christina Cuevas (Santa Clara Valley Water District); Walt Callahan, Brian Lee (San Mateo County); Glenn Roberts, Audrey Seymour; Joe Teresi; Kent Steffens (City of Palo Alto); Jeffrey Shore (DSFNHA); Kevin Murray; Andrew Kloak (JPA)

◆ **Public Comment on closed session item**

Jerry Hearn and Jim Johnson (CRMP) both commented positively on the job that Ms. D'Agosta is doing as Executive Director for the JPA.

Closed Session start 6:12 p.m.
Closed Session ended at 6:45 p.m.

Mr. Lawson reported that the Board held a closed session to discuss personnel matters under Government Code section 54957, specifically to discuss the six-month evaluation of the Executive Director. The Board agreed to resume discussion 30 minutes prior to the next scheduled Board meeting.

2. **SPECIAL ORDERS OF THE DAY** - None
3. **PUBLIC COMMENT** - None

4. **APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Ms. D'Agosta requested removing the second sentence of the first paragraph on page 2, (Cost Allocation Workgroup) in the January 25, 2001 minutes.

Director Zlotnick motioned to approve the minutes of January 25, 2001.
Chairperson Bay seconded the motion.
Unanimously approved 5-5

5. **APPROVAL OF AGENDA**

Ms. D'Agosta requested removal of Item Update #3, update for the Policies and Procedures Workgroup, recommended action for an environmental document.

Unanimously approved 5-5.

6. **CONSENT CALENDAR**

Approval of Resolution #02-1-22 authorizing the Executive Director to act as designated representative for contracting with the Coastal Conservancy San Francisco Bay program.

Unanimously approved 5-5

7. **PUBLIC HEARINGS** - None

8. **REGULAR BUSINESS**

All update Items have corresponding reports in Meeting Agenda Packets.

UPDATES:

1. **Staffing Update/Intro**

Ms. D'Agosta introduced to the JPA Board the (2) people she has hired to assist the JPA and welcomed them aboard.

- ◆ Mr. Andrew Kloak has been hired through a temp agency, as Office Administrator on a full-time basis.
- ◆ Mr. Kevin Murray has been hired on contract through June 2001 as a full time Project Assistant.

The Board welcomed Andrew Kloak and Kevin Murray.

2. **Communications Plan**

Ms. D'Agosta identified short and long-range steps in the Communications Plan. A Summary Update was created as a new communication tool. This was forwarded to all of the Council members/Board members of the various JPA member agencies in February. The Summary Update will be distributed every other month with the next one going out in April.

The Emergency Plan fact sheet is in its process of being created. It is a one-page fact sheet that the JPA can utilize, to establish points of contact in each member agency.

Director Kinney asked Ms. D'Agosta if there was a JPA site hooked into any of the member agency websites.

Ms. D'Agosta said that there are two. The City of Palo Alto website has a JPA page which includes information about JPA meetings, current creek conditions, current projects and the Master Plan. The City of Menlo Park website has a designated page that includes a JPA Executive Summary and the Master Plan.

3. Policies and Procedures for Projects Workgroup

Ms. D'Agosta said the Levee Restoration project is at two levels of discussion. The first involves the environmental schedule and the second is the technical and actual construction schedule. She recommended that a special single agenda meeting on the subject be set in March. The meeting was set for April 4th, 2001 at 6:30.

Director Mossar said she hoped the April single agenda item meeting would not be a command performance for a final decision and a vote. She stressed wanting more time to further review this item with the other Board members and their individual city agencies.

Chairperson Bay stated that the Board needs clarity on the issue before they can be expected to take action. Moving too quickly without all the proper information feels like a pressure cooker situation, he said.

4. Cost Allocation Workgroup

Ms. D'Agosta presented cost allocation workgroup details in two phases. A recommended action is being requested on the Administrative costs, but long-term project costs will be presented in April. She explained that action was being requested to adopt the allocation methodology of equal share (20%) per member agency for general administrative services.

Chairperson Bay presented a motion that the Board agrees, in concept, on the equal share approach, subject to review when the whole cost allocation study is finished in April.

Director Kinney motioned.
Jacobs-Gibson seconded.
Unanimously approved 5-5.

7. FY2001/2002 Budget

Ms. D'Agosta introduced a recommended FY 2001/02 budget that would be used by each of the Board members to take back to their independent agencies for approval. Once this budget is agreed upon for distribution to member agencies for approval, it would then come back to the JPA for final adoption. This is only to approve this item for discussion and distribution.

The proposed budget is \$400,000; an increase of \$148,770.

Chairperson Bay asked if members of the JPA staff received this information earlier. Ms. D'Agosta replied that staff had not seen final draft; that she had only had verbal discussions with staff regarding the budget.

After much discussion, Ms. D'Agosta was directed to provide the Board with information regarding how the budget relates to the Draft Workplan, justify new staff increases proposed, outline the process for budget approval, discuss budget with staff, and bring the item back at next months meeting.

ii. **ANNOUNCEMENTS**

a) **USGS**

Ms. D'Agosta announced a USGS open house lecture "The Wild Creek In Our Backyard: Science And Community Stewardship Work To Preserve San Francisquito Creek" on Thursday March 29th at 7:00 p.m. at USGS, Conference Room A, Building 3 in Menlo Park. Herman Karl and Jim Johnson are to be the presenters. She said the JPA would have an exhibit and give out information at the event.

b) **CalFed Watershed Grant**

Ms. D'Agosta said she just submitted a Cal Fed grant earlier in the day. The grant is related to accessing and understanding mitten crab issues on the creek. The relevancy of this mitten crab work is that it will us uncover new information needed for bank stabilization.

9. **BOARD MEMBER REPORTS**

Ms. D'Agosta said that she received notice from Congresswoman Anna Eshoo's office that Congresswoman Eshoo will take the U.S. Army Corps of Engineers study resolution forward to committee on Capitol Hill.

Director Zlotnick mentioned that he will be in Washington D.C. on the week of February 26, 2001 and will be following up on this support.

Director Zlotnick also said that the American Bar Association hosted an environmental conference with a focus on Watershed Management and from what he saw, that the JPA is ahead of what many of other watershed organizations are doing across the country.

10. **BOARD ANNOUNCEMENTS**

Director Mossar announced that Ms. Audrey Seymour from the City of Palo Alto would be working as the new Assistant City Manager of Menlo Park starting in March.

11. **ADJOURNMENT-**

Meeting adjourned at 8:10 p.m.

MINUTES PREPARED AND SUBMITTED BY:

Christina Cuevas
Santa Clara Valley Water District