

**SFC-JPA Board Meeting  
July 10, 2002  
Agenda Item**

SUBJECT: Project Reporting / Tracking

PREPARED BY: Cynthia D'Agosta

**BACKGROUND**

When the JPA was first formed, staff put together a "New Project Notification Form" (the form) which was to be circulated to all member agencies from the project permitting or certifying agency. (Sample of the form is attached). This notification process was an informal one, and no one agency was responsible for keeping a list of who needed notification, nor who was actually using the form. Notification of projects using the form has been very sporadic and has not been utilized by all agencies. Member agencies often use different methods of communication, have developed different timelines for relaying project information, and sometimes no information is exchanged.

Staff recently presented, at the March 2002 Board meeting, a Project Tracking list that contained over 50 known projects having some potential effect on the health and utility of the creek. There is no question that the numbers of projects occurring within the watershed are copious, and that there is not a universally consistent way of noticing these projects. Likewise, there has not yet been the opportunity for the JPA to determine the agency's appropriate level of participation in the subject of project development.

At the May 2002 Board meeting, and again in this agenda, Associate member agency - the Watershed Council (Council), is requesting that the JPA take stronger action toward making the form and entire process work better. The Council recommends that the JPA Board direct appropriate departments of their agencies to utilize the forms, that the JPA be responsible for collecting the forms, and that the JPA do an analysis of projects for cumulative impacts. (See letter from Coordinator Phil Chang in Watershed Council report).

Staff resolutely agrees with the Council's suggestion that the JPA should be the lead agency for collection and distribution of information regarding projects; however, staff does not feel that the original form alone will fully address all levels of information exchange that is needed. The form was designed for use on development projects only. Recommendations to improve communication on additional types of projects are given below.

The Council further recommends that the JPA analyze sets of forms for potential cumulative impacts. This type of analysis and information should be conducted for internal planning purposes, as it will be useful in implementing and maintaining flood management and restoration projects. However, staff does not recommend that the JPA become a *commenting agency* on projects, but instead the appropriate current role of the JPA should be as an *advisor* on issues of appropriate development, setbacks, material use, ordinances, and planning, etc. The JPA Board rather than commenting on development projects, should work toward creating and exercising policies and ordinances within their respective agencies that will protect against cumulative impacts to the creek system.

**SFC-JPA Board Meeting  
July 10, 2002  
Agenda Item**

**RECOMMENDATIONS**

1. Board direct JPA Executive Director to send a letter to jurisdictions, programs, and agencies within the region, requesting notification of projects being carried out by their organization, within this watershed.
2. Adoption of a Board Policy on Communication stating that “each member agency (voting and associate) shall send notification of any study, project, or report, related to San Francisquito Creek, it’s tributaries and the land within the watershed, to the JPA for purposes of coordination of management services and providing information to the Board, other members and the public.
3. To adequately update the project notification system, Board members are asked to request from staff, reports on any ongoing projects, including but not limited to the following list. Reports should be submitted to the JPA office for use in staff reports to the Board, or to be filed as cumulative work being completed.

San Mateo County Public Works

Watershed Program  
Mapping (existing and planned)

SCVWD

Stewardship Program (WMI)  
Aquatic Resource Inventory  
Mapping (existing and planned)  
Easement Acquisitions

Watershed Council

Ordinance Compare & Contrast  
Land Access Permissions Project  
Stream keeper Program

Stanford

Storm Drain Master Plan  
Searsville Lake Study  
Family Farm Road  
Mapping (existing and planned)

Palo Alto

Storm Drain Master Planning