

San Francisquito Creek Joint Powers Authority

January 22, 2009 Board Meeting

Agenda Item 2

December 18, 2008 Special Meeting Minutes

Chairperson Abrica called the meeting to order at 4:03 p.m. at the City of Menlo Park Council Chambers, 701 Laurel Street, Menlo Park CA

DRAFT

1) ROLL CALL

Members Present: Chairperson Abrica, City of East Palo Alto
Director Drekmeier, City of Palo Alto
Director Kwok, Santa Clara Valley Water District
Director Robinson, City of Menlo Park

Members Absent: Director Gordon, San Mateo County Flood Control

Alternates Present: Director Burt, City of Palo Alto

Associate Members: Tom Zigterman, Stanford Facilities

JPA Staff Present: Len Materman, Executive Director
Kevin Murray, Staff
Miyko Harris-Parker, Staff

Legal Counsel Present: None

Others Present: Joe Teresi, City of Palo Alto; Trish Mulvey, Palo Alto Resident; Art Kraemer, Palo Alto resident; Jerry Hearn, Acterra

2) APPROVAL OF SPECIAL MEETING MINUTES November 20, 2008

Minutes approved 4-0.

3) APPROVAL OF AGENDA

Agenda approved 4 -0.

4) CONSENT CALENDAR-

None

5) PUBLIC COMMENT-

None

6) REGULAR BUSINESS – EXECUTIVE DIRECTOR REPORT

Advance funding to the U.S. Army Corps of Engineers

Mr. Materman gave the Board a brief update on the advancing of funds from the SCVWD for the Corp project. Mr. Materman stated that the Corp has requested funds for an additional project item which will increase the requested amount of advanced funding.

Director Kwok asked for a status update on the \$700,000 Federal request. Mr. Materman stated that the bill was not signed by the President and that instead he signed a continuing resolution order which

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means the Army Corp would be operating with the same amount of funds they were working with in the previous fiscal year. The JPA project was not granted any funding in the previous fiscal year thereby resulting in no federal funding for this current fiscal year. Director Kwok noted that he met with the General and discussed the JPA project. Director Kwok stated that it was a good meeting and that the General said he would do his best to ensure that his staff puts forth their best effort into seeing the JPA project completed.

Technical analysis of upstream detention and downstream implementation projects

Mr. Murray introduced Tom Zigterman of Stanford to discuss Mr. Zigterman's proposed idea of developing a subcommittee to discuss upper watershed retention.

Mr. Zigterman stated that Stanford wants to understand all of the available options for watershed retention and wants to make sure every avenue is looked at. Mr. Zigterman stressed that Stanford wants to participate in the discussions and keep positive communication between Stanford and the JPA. Chairperson Abrica thanked Mr. Zigterman for Stanford's willingness to be engaged in the upper watershed discussions.

Mr. Murray stated that a subcommittee was formed with members from the Management team and that so far the conversations have been good. Mr. Murray continued to say that the Management Team would like to ask the consultant that will be conducting the lower watershed study to take a brief look at what could be done with upper watershed retention. Mr. Murray stated that the Board is being asked for direction to develop an RFP for upper watershed topography.

Director Robinson said that having the Management Team and sub-committee going over all aspects of the proposed projects will be great for the Board. Director Robinson questioned if there is an estimate for the consultant fees.

Mr. Murray said that right now early estimates look to be between \$15,000 and \$20,000. Mr. Murray noted that the project outline is to include looking for how much protection we are going to provide as we know how much we need but we also know we cannot provide that coverage right now.

Director Robinson stated that he likes the fact that staff is looking at the project in different directions. Director Robinson asked where the funding to cover the consultant cost would come from. Mr. Murray replied saying that the project funding has not been discussed yet. Director Robinson asked if it would be appropriate to ask Stanford to participate in the funding discussions. Mr. Murray replied by saying we can ask.

Director Kwok stated that he is glad that a cost benefit assessment is being done. Director Kwok continued to say that public outreach is extremely important.

Director Dreke asked Mr. Murray if Felt Lake had been considered for watershed retention. Mr. Murray said that Felt Lake has been discussed. Mr. Murray explained that the grade of water that would need to be used in relation to retention within Felt Lake is not at all feasible. Mr. Murray continued to say that a new diversion channel would have to be built somewhere higher as the lake fills up thereby making the use of Felt Lake a very big project to manage.

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Art Kraemer, Palo Alto resident, said that in light of what Director Kwok was saying, if you set aside a retention basin you might be able to get support from local environmentalist by using their open land. Mr. Kraemer continued to say that open space cannot be touched therefore there might be an opportunity to work with local environmentalist to flood their open space lands every so often if needed.

December 10, 2008 inter-Agency emergency preparedness and communications meeting

Mr. Materman provided the Board with a re-cap and summary of the main points of the inter-Agency emergency preparedness and communications meeting. Mr. Materman stated that it was a good three hour discussion and that the biggest point that came out of the meeting was the fact that all of the jurisdictions who attended are looking to compare their Emergency plans. Mr. Materman noted that one big point of concern is making sure that the emergency notification systems are not contradictory and do not overload. Mr. Materman said that there was also discussion regarding the early warning system and that talks are continuing between the JPA and MPFPD. Mr. Materman told the Board that an open Public meeting needs to be schedule soon.

Chairperson Abrica thanked staff and everyone involved noting that it was a great turnout. Chairperson Abrica stated that the need to review each agency's Emergency plan is a critical step that needs to be done as soon as possible. Chairperson Abrica said that the Emergency plan comparisons need to be done before the community meeting takes place.

Director Robinson thanked staff for taking charge and getting the meeting setup. Director Robinson said that it was great to have so many people from each district there yet there were key organizations within the Watershed that were not in attendance. Director Robinson stated that we need to make sure all of the organizations get the final summary from the meeting. Director Robinson noted that one of the big points that came out of the meeting was the need to drill, practice and test the various communications scenarios. Chairperson Abrica agreed with Director Robinson noting that one point that was made clear in the meeting was that if we do not take charge to drill, practice and test the various communications scenarios within our watershed it will not be done.

2009-10 JPA Board meeting schedule

Mr. Materman introduced the Board meeting schedule noting that the 2010 schedule was included as well. Mr. Materman informed the Board that staff discussed and is proposing to the Board moving the regular meeting to January to coincide with the Board reorganization.

2009 – 2010 Board meeting schedule approved 4-0.

7) INFORMATIONAL ITEMS –

Meeting of neighborhood associations from the three JPA cities

Mr. Materman reminded the Board of the tri-city neighborhood association's joint meeting that would be held. Mr. Materman stated that it would valuable to utilize our three Mayors' on the Board for this first of its kind community meeting.

Director Robinson said that this was a great idea and noted that the Corp has some pot of money that is supposed to be used for community outreach but is very restrictive. Director Robinson reminded the Board that in the strategic planning process we noted the need for a public outreach budget but that it could be intense for our staff. Director Robinson said that there are other funding ideas that are

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out there for community outreach that we need to do go after like potential grants. Director Robinson continued to say that we have been anticipating more participation from our public and this tri-city meeting is a great example of that.

Mr. Materman said that as far as the Corp project itemized list of tasks one of the primary tasks for the JPA is community outreach and that money and staff time we spend we get credited against the project. Chairperson Abrica stated that staff needs to make sure they keep an eye on the money and staff time spent on public outreach so that we receive proper credit from the Corp.

Mr. Murray stated we have a communications plan document that staff and community members spent a great deal of time on that will be a part of the Corp process that staff will be handling. Chairperson Abrica stated that staff should bring the communications plan document to the Board for discussion.

- 8) **BOARD AND ASSOCIATE MEMBER REPORTS** - *Agendized reports from Board and/or Associate Members requesting Board action.* – Director Drekmeier we did not provide a COLA for staff and that we need to bring this to discussion at one of our upcoming Board meetings. Chairperson Abrica and Director Robinson shared with the Board that they will be in DC in January for the Mayor’s conference. Director Robinson also shared that he and Councilmember Kelly Fergusson will continue to represent the City of Menlo Park on the JPA Board.

Mr. Materman told the Board that the SCVWD is putting together their materials for projects that they believe will be ready for construction in a few years for Federal Funding. Mr. Materman said that staff submitted the JPA’s goals for the lower watershed to the SCVWD. Mr. Materman stressed that this is not a complete project description. Chairperson Abrica stated that this is the year for the JPA to put its own packet together to submit to the Federal government. Chairperson Abrica said that he would like staff to put a packet together within the next two-three weeks.

Kent Steffens, Public Works Director for the City of Menlo Park, thanked staff of the JPA and the Watershed Council for their great work on removing the last colony of Arundo. Mr. Steffens stated that the project was done with great team effort and he really appreciates the work that was done.

- 9) **BOARD AND ASSOCIATE MEMBER MATTERS** - *Non-agendized comments, requests, or announcements by Board and/or Associate members, no action may be taken.* None

10) **ADJOURNMENT:**

Chairperson Abrica adjourned the meeting at 4:59 pm.

Minutes prepared by: Miyko Ann Harris-Parker
Clerk of the Board