



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

Notice of Regular Meeting of the Board of Directors

Thursday, May 23, 2024 - 3:30 P.M.

City of Menlo Park Council Chambers 751 Laurel Street Menlo Park, CA 94025

Members of the Public may speak on any agenda item for up to three minutes

Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_Y2TbeUD8QPiMPvO8j0jbyQ

After registering, you will receive a confirmation email containing information about joining the webinar.

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT: *Individuals may speak on a non-agendized topic for up to three minutes.*
4. STUDY SESSION ON PUBLIC FINANCE and OTHER POTENTIAL PROJECT FUNDING STRATEGIES. Guest presentations by Trisha Ortiz of RWG, Bryan Godbe of Godbe Research, and Barry Barnes of Team Civx followed by Q&A and discussion. (Information item only, no board action)
5. Resignation of Labor Negotiator regarding public employee performance evaluation for the Executive Director (Action item)
6. INFORMATION ITEMS:
 - A. Executive Director's Report
7. CLOSED SESSION:
 - A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Executive Director
 - B. CONFERENCE WITH LABOR NEGOTIATOR
Agency designated representative: Board Member: To Be Determined
Unrepresented employee: Executive Director

750 Menlo Ave. Suite 250. Menlo Park, CA 94025

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8. ACTION ITEMS:

- A. Review and consider adopting the proposed Fiscal Year 2024/2025 SFCJPA Operations Budget

9. Board Member Announcements, Information Items, and Requests (Information only)

10. ADJOURNMENT

PLEASE NOTE: Board meeting Agenda and supporting documents can be viewed online no later than 3:30 p.m. on Monday, May 20, 2024 at sfcjpa.org -- click on the "Clerk of the Board" tab near the top, select 2024 and the meeting of interest. The Board Meeting package will be emailed to those on our Board Meeting distribution list prior to the Board meeting date. Contact SFCJPA Board Clerk, Miyko Harris-Parker at MHParker@sfcjpa.org if you are not on this list and would like to be added.

Agenda Item 6.A. – Executive Director’s Report

Project Updates

Reach 1-

The SFCJPA Reach 1 project will be honored with an environmental award on May 28, 2024, at the upcoming State of the Estuary Conference.

Reach 2 -

Project Activities –

Master Services Agreement – We held the contract kick-off meeting with WRA Environmental Consultants Inc. on May 16. This meeting covered all key administrative, communications, coordination, schedule, and project objective topics, and identified areas for ‘deeper dive’ discussions and immediate next steps. We toured WRA’s completed log-crib wall on the creek at the Children’s Health Council.

Permits - Permitting for the Newell Road Bridge is nearing completion. Plans for construction impacts mitigation, including restoration of the Reller parcel and selected invasive species removals, are moving forward.

USACE/CAP205 - The USACE is reviewing the updated HEC-RAS hydraulic model. They have completed their District-level review, and it is now in the Agency Technical Review stage. Certification is anticipated by August. With this completed, USACE projects ~ 6 months until the next milestone of economic benefit and cost estimates.

Grant Funding – Some additional funds became available through the DWR/Prop 1 pool of funds. We have applied for an additional grant through this program in the amount of \$2.13M specifically to replace the temporary wooden floodwall along Woodland Ave and the University Bridge. The award selection committee finalized their decision early in the afternoon on May 20, 2024. The work must be completed by December 31, 2026.

Property Access - We are coordinating with Sandhill Properties for the next steps for the Widening Site #2 parcel. This location was also the site of a homeless encampment, which was creating hazardous conditions. Sandhill Properties and public safety officials have responded, but homeless encampments along and near the creek are an ongoing issue.

Sediment Management - After discussion among our members, and gaining insights from OneShoreline’s experience, we are recommending that we (the SFCJPA) take the initiative to remove accumulated sediment at Highway 101 and vicinity. To do this, we must go through CEQA, secure necessary regulatory permits for sediment removal, coordinate with CalTrans, Palo Alto and East Palo Alto for easement access. Costs for this are substantial and have been included in our budget proposal for FY 24/25.

Reach 2 Project Schedule and Critical Path –

We will be updating our project schedule and project critical path with WRA’s input and will provide this at the June board meeting.

Flood Early Warning System –

We are having two additional flow sensors installed in the watershed – on Bear Creek and on Los Trancos Creek – to provide redundancy to these important monitoring systems. We have proposed designs and installation permit applications have been submitted to San Mateo County and Santa Clara County, respectively. We are on track to complete installation and system integration in June, assuming permits are obtained as anticipated.

SAFER Bay –

The project consultant (HDR) is set to release the draft Programmatic EIR for public comment in September 2024. The Final Programmatic EIR is scheduled for November 2025. The project team continues to meet with key stakeholders to assess optimal alignments and restoration/mitigation requirements.

Operations and Administration –

FY24/25 Budget – Staff has prepared a proposed draft budget and has met with the Finance Committee. We have integrated their input in the proposed draft budget presented to you at this month’s meeting.

Project Manager New Hire – An offer of employment has been made to and accepted by Ms. Denean Ni. Denean’s first day of employment will be June 17.

Report on any expenditure between \$30,000 and \$50,000 – There are none to report.

Forward View of Board Meetings

Date	Location	Suggested Topics
May 23, 2024	City of Menlo Park Council Chambers 751 Laurel Street Menlo Park, CA 94025	Study Session - Public Finance
June 27, 2024	City of Palo Alto Council Chambers 250 Hamilton Ave Palo Alto, CA 94301	
July	BOARD RECESS - NO REGULAR MEETING	
August 22, 2024	City of Menlo Park Council Chambers 751 Laurel Street Menlo Park, CA 94025	Reach 2

Agenda Item 8. A. Draft Budget One Pager

Background

Our current FY23/24 budget was approved with \$1,878,990 in expenses and \$234,874 in contributions for reserves. Our current expenses to date are \$1,329,353.

We have heard that the coming fiscal year is looking like a tight budget year for some of our members. We want to acknowledge and to the best of our ability be respectful of their constraints.

Key Points

- The overall member contribution this year is about 7% lower than last year.
- Because we are advancing work on Reach 2 as quickly as possible, project costs are increasing by 785%.
- The SFCJPA is drawing significantly from reserves to keep FY 24/25 member contributions lower.
- With the draw from reserves, the SFCJPA's reserves will be at the highest required level per SFCJPA reserves policy at 17.5% of the annual budget as set by the Board in 2020.
- Members are advised to anticipate increases in requested member contributions in the upcoming fiscal years.

Details

Our FY24/25 draft budget proposes \$2,849,140 in expenditures utilizing \$1,094,462.57 from our reserves and requesting \$1,754,677.43 in member contributions towards expenses with no contributions requested for reserves. This equates to a proposed \$350,930.49 for each member's contribution for FY24/25.

This will leave 17.5% or \$498,559.50 of the projected FY24/25 annual expenses in the SFCJPA reserves account.

It is very important to note that next year (FY25/26) project-related expenses for planning, designing, permitting, and mitigation may be higher than FY 24/25. Moreover, there will be fewer reserves to draw from to fill any deficit. SFCJPA staff recommend prioritizing the funds available from Measure S for project construction. Members are strongly advised to anticipate this increase.

Recommendation

The Finance Committee met on Friday, May 17 and discussed the proposed draft budget and recommends approval of the proposed draft budget.

DRAFT

		FY2023/2024 Approved Budget	FY2023/2024 current expenses as of 05/16/2024	FY2024/2025 preliminary Draft Proposed Budget.	% Increase/Decrease Per Category from FY23/24 approved budget
REVENUES					
Member Contributions towards expenses (\$350,935.49 x 5)		1,878,990	1,878,900	1,754,677	-6.6%
Member Contributions towards reserves (per reserve policy approved by Board in 2020) (\$0.00 x 5)		234,874	-	-	-100.0%
Total proposed FY24/25 Member Contribution \$1,754,677.43					
Interest		10,000	61,989	60,000	500.0%
Total Revenues		2,123,864	1,940,889	1,814,677	-14.6%
EXPENSES					
Acct.	Description	Amount		Amount	Amount
Personnel					
1	Executive Director Salary	191,475	154,556	191,475	0.0%
2	Finance & Admin. Mgr./Clerk of the Board (FAM/CB) Salary	140,872	120,827	140,872	0.0%
3	Senior Project Mgr. (SPM) Salary	139,563	142,487	-	0.0%
4	Senior Project Mgr. (SPM) Salary Project Manager	148,580 -	119,932 -	148,580 130,000	0.0% 100.0%
5	Internship Program	17,000	6,063	13,000	-23.5%
6	COLA ₂ (31,389)	-	-	16,413	-47.7%
7	Employee Benefits	260,000	158,131	200,000	-23.1%
8	Membership Dues	13,000	14,445	15,000	15.4%
9	Payroll Administration/Fees	3,500	1,828	4,500	28.6%
10	Employer Taxes	85,000	43,682	65,000	-23.5%
	Subtotal Personnel	998,990	761,950	924,840	-7.4%
Contract Services					
11	Legal Counsel	150,000	87,530	150,000	0.0%
12	Auditor	20,000	-	30,000	50.0%
13	Project Consultants (Flood Early Warning System, Ad Hoc Technical services, etc.)	110,000	62,517	220,000	100.0%
	Reach 2*	100,000	4,267	885,000	785.0%
14	Supplemental EIR for Reach 2	-	-	60,000	
15	Upstream Detention (Reach 3) Project expenses	50,000	725	-	-100.0%
16	Cap 205 ₂	155,000	151,000	235,000	51.6%
17	Reach 1 O&M	140,000	126,766	140,000	0.0%
	Subtotal Contract Services	725,000	432,805	1,720,000	137.2%
Administrative					
18	Computers/Software	8,500	12,246	8,000	-5.9%
19	Meeting Supplies	5,000	6,861	9,500	90.0%
20	Travel/Training	9,000	3,551	9,000	0.0%
21	Office Supplies	2,000	1,310	2,000	0.0%
22	Telecommunication	7,500	5,911	8,000	6.7%
23	IT	20,000	19,295	20,000	0.0%
24	Postage	500	19	200	-60.0%
25	Printing/Design	1,500	2,528	3,500	133.3%
26	Website	5,000	836	3,500	-30.0%
27	Liability Insurance	17,500	15,681	15,300	-12.6%
28	Office Lease/Meeting Space	43,000	51,140	75,000	74.4%
29	Office furniture/maintenance	500	-	300	-40.0%
	Subtotal Administrative	120,000	119,378	154,300	28.6%
General Contingency					
30	General Contingency	35,000	15,220	50,000	42.9%
Total Expenses		1,878,990	1,329,353	2,849,140	51.63%

FY23/24	FY24/25	Percent Change
Member Contribution per agency towards expenses:	Member Contribution per agency towards expenses:	Percent change from FY23/24 to FY24/25
\$375,798.00	\$350,930.49	-7%
Member Contribution per agency towards reserves:	Member Contribution per agency towards reserves:	
\$46,974.75	\$-	-100%
Total Member contribution per agency:	Total Member contribution per agency:	
\$ 422,772.75	\$ 350,930.49	-17%

Current Bank Balances as of 05/20/2024	
OPS Checking:	LAIF:
\$ 120,280.84	\$ 2,187,263.73
Ops Savings:	
\$ 357,792.83	
SAFER:	
\$ 85,675.50	
Reach II & III:	
\$ 16,301.74	
Reach I:	
\$ 20,409.43	

LAIF Account Balance	\$ 2,187,263.73
Restricted funds	\$ 594,201.66
Reserves available to apply to FY24/25 budget	\$ 1,593,062.07
Maintaining a reserves of 17.5% (of 2,849,140)	\$ 498,599.50
Amount of funds available to use towards budget after deduction of 17.5%	\$ 1,094,462.57
Proposed 24/25 budget	\$ 2,849,140.00
Member contributions needed to fund budget after reserves applied	\$ 1,754,677.43



Artificial bodies of water, modern



SAN FRANCISQUITO CREEK

JOINT POWERS AUTHORITY

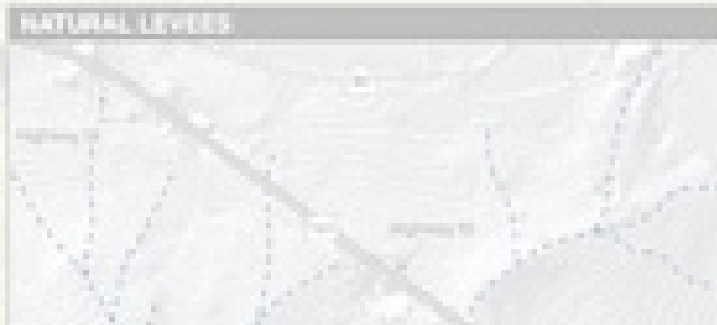
Regular Meeting of the Board of Directors
April 25, 2024

Bear Creek subwatershed

Corte Madera Creek subwatershed

San Francisquito Creek subwatershed

Los Trancos Creek subwatershed





MEETING AGENDA

Members of the Public may speak on any agenda item for up to three minutes

1. ROLL CALL

2. APPROVAL OF AGENDA: Changes or additions to the agenda.

3. PUBLIC COMMENT: Individuals may speak on a non-agendized topic for up to three minutes on a topic within the SFCJPA's jurisdiction.

Members of the public speaking in person should submit a speaker card to the Clerk of the Board, indicating which agenda item or items they wish to speak about, in order to be recognized. When the agenda item is called, please stand at the podium and speak clearly.

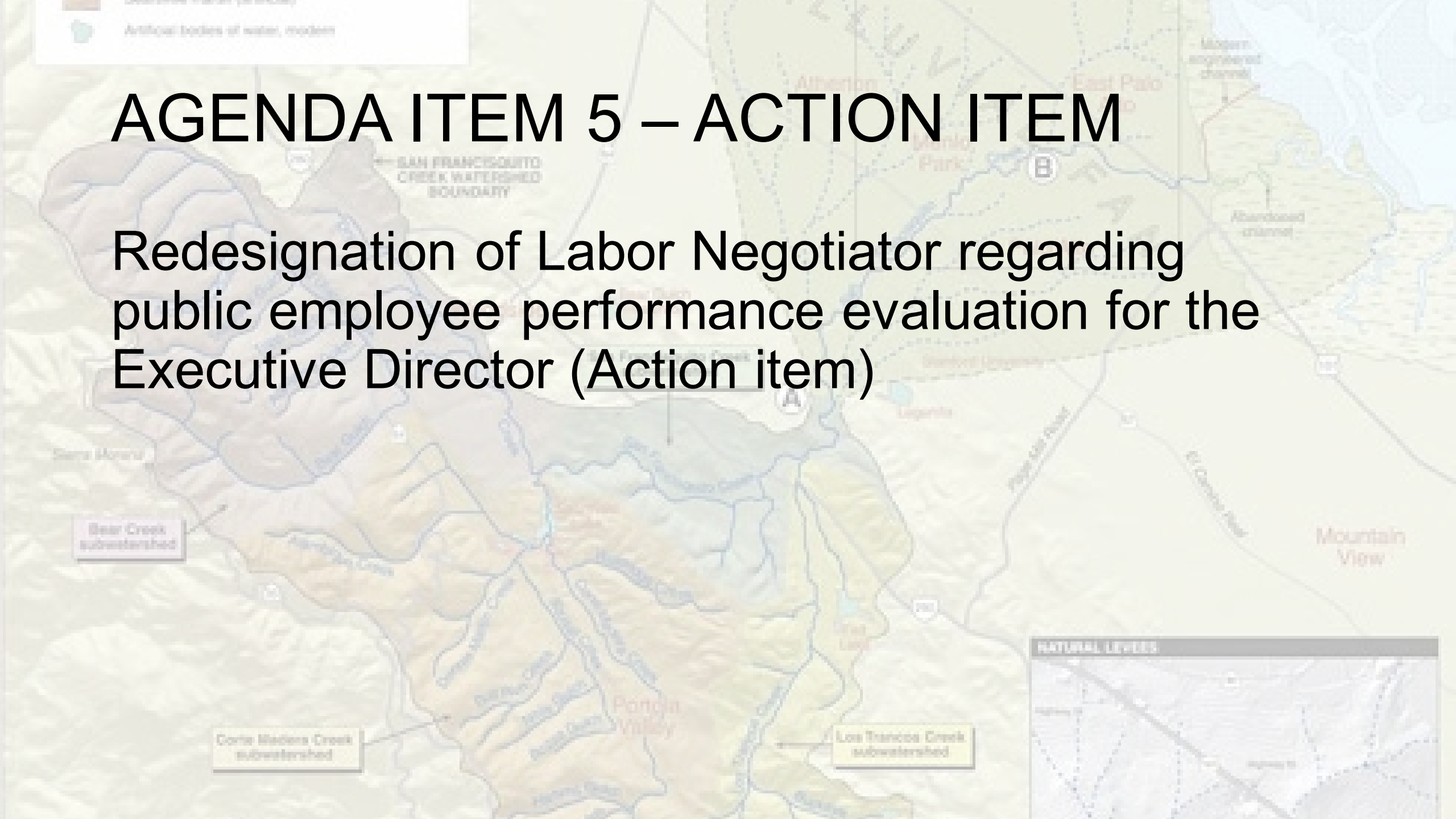
Members of the public speaking via video conference should raise their hand, indicating their desire to ask a question or comment. They will be recognized by the Clerk of the Board and once unmuted and recognized, please speak clearly.

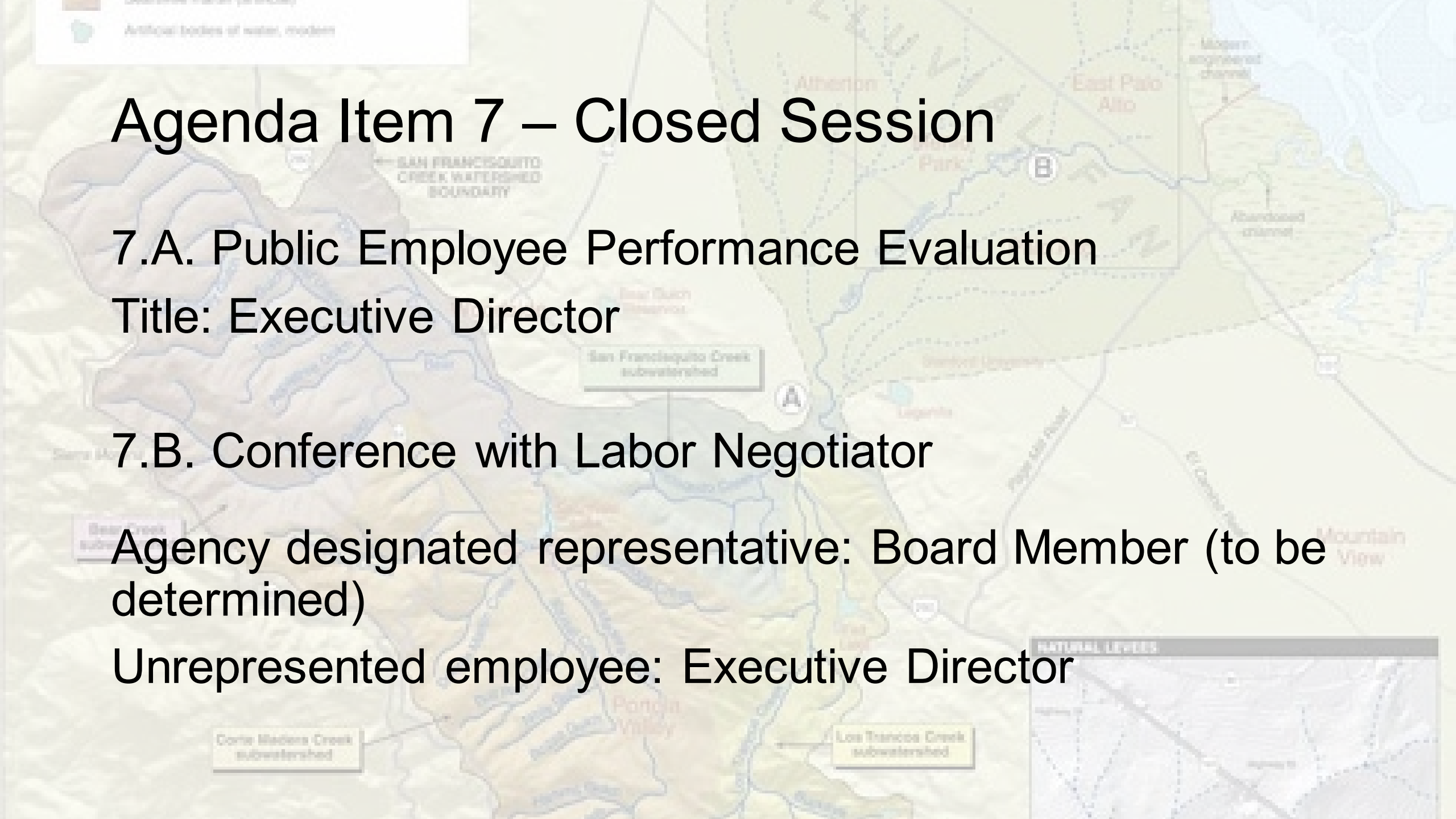
4. Study Session on Public Finance and Other Potential Funding Strategies

- Reach 2 Project Context (Margaret Bruce)
- Public Financing Options and Applicable Scenario(s) (Trisha Ortiz)
- Hypothetical Ballot Process, Costs, Roles, and Timeline (Barry Barnes and Bryan Godbe)
- Discussion / Q&A

AGENDA ITEM 5 – ACTION ITEM

Redesignation of Labor Negotiator regarding public employee performance evaluation for the Executive Director (Action item)



A topographic map of the San Francisco Bay Area showing various watersheds. The map is color-coded by elevation, with brown and tan representing higher elevations and green and blue representing lower elevations and water bodies. Several watersheds are labeled with boxes: 'San Francisco Creek subwatershed' in the center, 'Corte Madera Creek subwatershed' in the lower left, and 'Los Trancos Creek subwatershed' in the lower right. Other labels include 'San Francisco Creek Watershed Boundary', 'Bear Gulch Reservoir', 'Alhambra', 'East Palo Alto', 'Modern engineered channel', 'Abandoned channel', 'Mountain View', and 'NATURAL LEVELS'. A legend in the top left corner shows a blue square for 'Artificial bodies of water, modern'.

Agenda Item 7 – Closed Session

7.A. Public Employee Performance Evaluation

Title: Executive Director

7.B. Conference with Labor Negotiator

Agency designated representative: Board Member (to be determined)

Unrepresented employee: Executive Director



Artificial bodies of water, modern

AGENDA ITEM 8 – Action Items

Agenda Item 8.A. – Review and consider adopting the proposed Fiscal Year 2024/2025 SFCJPA Operations Budget



Artificial bodies of water, modern

BOUNDARY

East Palo Alto

Modern engineered channel

Palo Alto

Abandoned channel

AGENDA ITEM 9 - Board Member Announcements, Information Items, and Requests (Information only)



Agenda Item 10

ADJOURNMENT



Photo Credit: Mark Dinan.
December 10, 2023