



SAN FRANCISQUITO CREEK  
JOINT POWERS AUTHORITY

**Notice of SPECIAL Meeting of the Board of Directors**

**Thursday, January 30, 2025 - 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\\_n0tpRPOVRxeMpf26PbHfYg](https://us02web.zoom.us/webinar/register/WN_n0tpRPOVRxeMpf26PbHfYg)

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

**AGENDA**

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. Action Item
  - A. Resolution re-affirming the SFCJPA's Reach 2 project design goal and documenting the SFCJPA members' concurrence.
5. Discussion Items
  - A. Verbal Report from the Public Finance Ad Hoc Committee and Board Discussion
6. Action Items
  - A. Discuss and Approve Board Leadership and Committee Roles
7. Board Member Announcements, Information Items, and Requests (Information only)
8. ADJOURNMENT

PLEASE NOTE: Board meeting Agenda and supporting documents can be viewed online no later than 3:30 p.m. on Wednesday, January 29, 2024 at [sfcjpa.org](https://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](mailto:MHParker@sfcjpa.org) if you are not on this list and would like to be added.

**750 Menlo Ave. Suite 250. Menlo Park, CA 94025**  
**SFCJPA.ORG**

## **Agenda Item 4.A. Action Item. Resolution Number 25-01-30-A**

### **Background**

In 2019, the SFCJPA board certified the [Reach 2 Project Environmental Impact Report \(EIR\)](#). Which studied and based the project description on a channel capacity design of “up to 7,500 cubic feet per second (cfs)”.

In 2020, Valley Water passed a Santa Clara County parcel tax measure “Measure S”, which included funds to be used to implement the Reach 2 Project. Valley Water and Measure S used a Key Performance Indicator (KPI) of “protection up to 7500 and a 70-year” flow event.

On New Year’s Eve, 2022, the San Francisquito Creek flooded the cities of Menlo Park, East Palo Alto and Palo Alto at a flow rate lower than was anticipated based on model predictions. The resulting post-event analyses<sup>1</sup> revealed the channel capacity to be approximately 25% smaller than previously understood. Therefore, project implementation plans were halted, and a re-evaluation of project plans was undertaken.

The SFCJPA – with encouragement from Valley Water – took on a greater share of project management for the Reach 2 Project. In accordance with SFCJPA’s public bid and award process for contracts expected to be greater than \$100,000, a Reach 2 design consultant team was selected by a review panel that included staff from all five of the SFCJPA members.

The selected design consultant team, led by WRA Inc., has been on board since April 26, 2024. The design team has been reviewing the updated hydraulic model, engineering designs and evaluating potential additional or enhanced actions that can reduce flood risk in the creek.

The process of evaluating Reach 2 channel conditions, and potential project element opportunities has progressed. *It is important to reiterate the SFCJPA’s commitment to the goals and applicable actions in the EIR and to Valley Water’s KPI.*

On January 14, 2025, technical and executive representatives of all five SFCJPA members met to discuss the Reach 2 project in a design charrette. At this meeting, staff unanimously concurred that the terms “up to 7,500 cfs”, a project design goal of 7,200 cfs, and “protection up to a “70-year” flow event are all functionally equivalent terms. Additionally, the group noted that these are more technical terms than the average person is familiar with, and our consistent public messaging will be “protection up to the flow of record/flood of 1998”.

This resolution is being presented to accomplish two things: affirm the SFCJPA’s Reach 2 EIR design goal of “Up to 7,500 cfs” and that this term, and the term “70-year flow” are functionally equivalent terms.

### **Recommendation**

Discuss and consider passing resolution 25-01-30-A.

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<sup>1</sup> See Valley Water’s June 2023 Hydraulic Review and February 2024 Independent Review at <https://www.sfcjpa.org/reach-2-upstream-project>



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RESOLUTION NUMBER 25-01-30-A

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE SAN FRANCISQUITO CREEK JOINT POWERS  
AUTHORITY**

By this resolution, the Board of Directors of the San Francisquito Creek Joint Powers Authority re-affirms the Reach 2 project design goal as described in the board-certified EIR and documents the concurrence among its five members for the selection of this design goal and that this goal is functionally equivalent to the Valley Water Key Performance Indicator.

**WHEREAS** The Board of Directors of the San Francisquito Creek Joint Powers Authority certified the Reach 2 Environmental Impact Report in 2019, which used as the basis of its review a project design of “up to 7,500 cubic feet per second (cfs)”, and

**WHEREAS** The Valley Water Measure S Capital Improvement Plan (CIP) Key Performance Indicator (KPI) for the San Francisquito Creek is protection up to a “70-year” flow event, and

**WHEREAS** The use of various terms has created some ambiguity as to the proposed project’s level of flood protection, meriting confirmation that the terms in use (70-year event, flood of record, 7,200 cfs) are, for the purposes of the Reach 2 project design, equivalent, and

**WHEREAS** Member representatives from all five San Francisquito Creek Joint Powers Authority members representing public works, planning, engineering and executive leadership met on January 14 to discuss Reach 2 project design objectives, strategies, approaches, and constraints, and unanimously concurred that the terms above were functionally equivalent and that 7,200 cfs should be used as the project design flow.

**Therefore,**

**BE IT RESOLVED** by the Board of Directors of the San Francisquito Creek Joint Powers Authority that the Board of Directors hereby re-affirms the project design goal of 7,200 cfs as being in accord with the certified EIR which considered project designs “up to 7,500 cfs”.

Approved and adopted on the 30<sup>th</sup> of January 2025, the undersigned hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the San Francisquito Creek Joint Powers Authority.

INTRODUCED AND PASSED: (*motion/second*)

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_ Date: (add)  
Chairperson

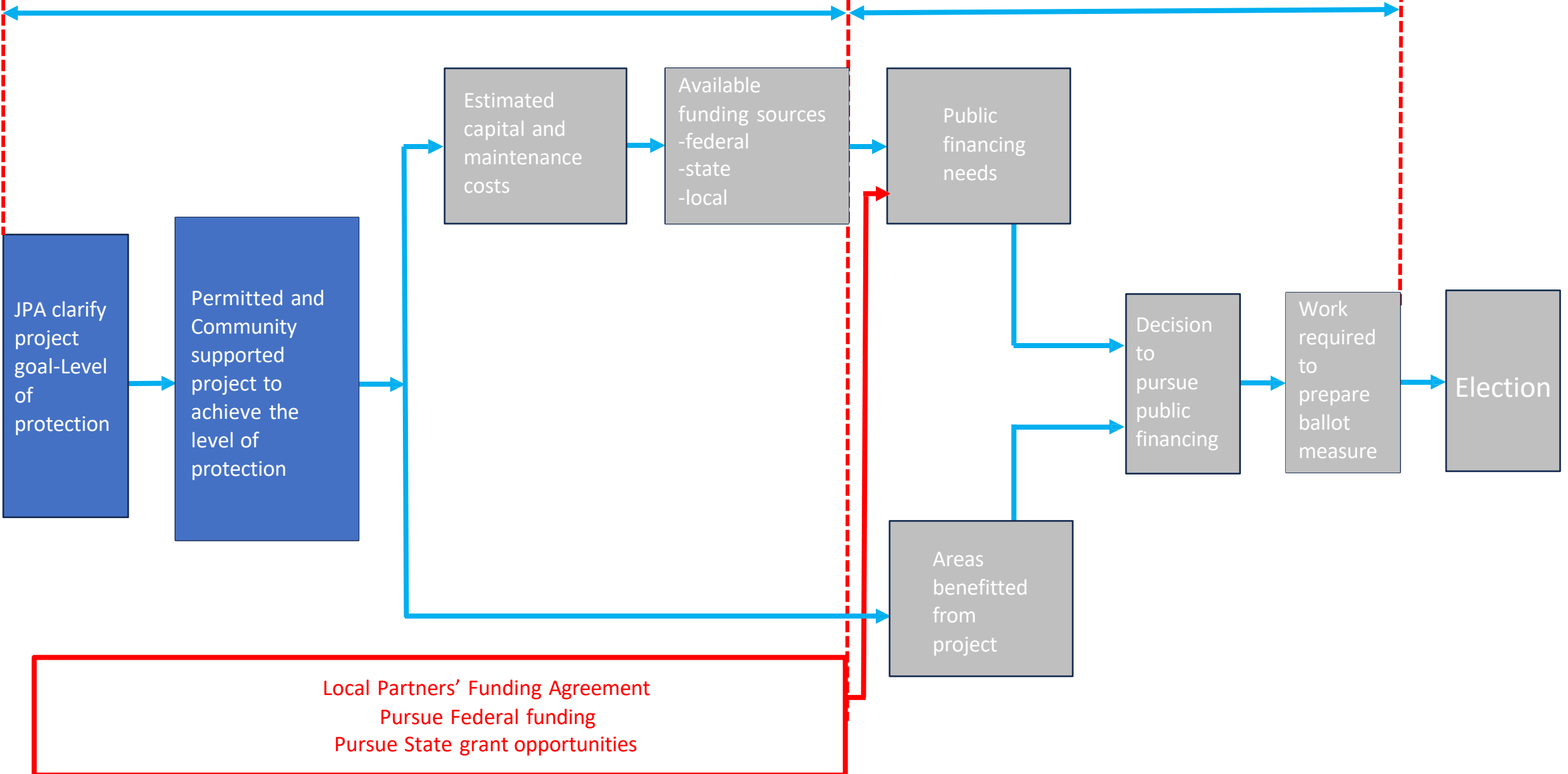
\_\_\_\_\_ Date: (add)  
Clerk of the Board as attester

APPROVED AS TO FORM:

\_\_\_\_\_ Date: (add)  
Legal Counsel

# Preliminary Public Financing Timeline

We are here



## **Agenda Item 6.A. – Discuss and Approve Board Leadership and Committee Roles**

### **Background**

According to the SFCJPA board handbook, the board shall select its chair and vice-chair and make appointments to the standing committees at the first meeting of the calendar year. The SFCJPA's process is detailed in the excerpt from the Board Handbook, included below. The current board appointments are -

#### 2024 Leadership

Chair, Drew Combs, Menlo Park. Board member Combs is completing the second year of his board chair appointment.

Vice Chair, Greer Stone, Palo Alto. The SFCJPA Board appointed Director Stone as Vice Chair when former Vice Chair Eisenberg, representing Valley Water, was suspended from her SFCJPA board representation by Valley Water.

#### 2024 Standing Committees

Finance – The finance committee appointees in 2024 were Supervisor Dave Pine, whose term of office ended December 2024, and Director Eisenberg. The finance committee reviews the preliminary draft operating budget and the final draft operating budget prior to consideration by the full board.

Personnel Committee: The personnel committee appointees in 2024 were Director Abrica and Director Stone. The personnel committee conducts the Executive Director's annual performance evaluation.

ACWAJPIA Representatives appointed in 2024 were Sr. Project Manager Tess Byler (Director)  
Director Combs (Alternate)

#### 2023 Appointments

Director Abrica was outgoing chair and nominated Vice Chair Combs for Chair.  
Director Eisenberg nominated herself for Vice-Chair.

Personnel Committee: Director Abrica and Director Stone.

Finance Committee: Director Pine and Director Eisenberg.

ACWAJPIA Board Director and Alternate: Director Combs and Senior Project Manager Tess Byler.

(Board roles and committee assignments passed 5 – 0)

Historically, the board has endeavored to alternate board leadership representation between the San Mateo County side and Santa Clara County side members.

Board leadership has been a two-year rotation (as noted in the Board Handbook excerpt below). Committee roles have typically also followed this practice.

## Excerpts from the SFCJPA Board Handbook

### 1.0 Board Member Roles and Responsibilities

#### 1.1 Board participation

Board members and alternates are appointed by their respective Boards or Councils. Member agencies are expected to have representation at all regular and special Board meetings. In the event a Board member is not able to attend a meeting, they should coordinate with their appointed Board Alternate to ensure the SFCJPA Board meeting has a quorum.

Board alternates are appointed by their respective Boards or Councils. Board alternates should familiarize themselves with the SFCJPA's projects, board agendas and materials so that they are ready to participate when necessary.

#### 1.2 Board roles

Chair – The chair of the board is selected at the first meeting of the calendar year. The previous vice chair is often appointed to fill the Board Chair role. The Board Chair serves for two years. The board chair presides over each Board meeting, and coordinates agenda items and their order with the Executive Director. The Board chair also represents the SFCJPA in events, workshops, and public meetings, and at meetings with agency leaders as needed, with staff's support.

Vice Chair – The Vice Chair of the Board is selected at the first meeting of the calendar year. The Vice Chair stands in for the Chair of the Board if they are unavailable.

Committee members –

There are two standing committees of the SFCJPA Board: The Finance Committee and the Personnel Committee. As standing committees, all meetings of these standing committees must follow all meeting notice requirements of the Brown Act. The two members of each committee are selected at the first meeting of the calendar year. There is one external committee, the ACWA-JPIA Committee, where one board member and one staff member are selected to represent the SFCJPA.

Ad Hoc committees may be formed from time-to-time. The Board Chair appoints the members of the ad hoc committee who perform their function, report their findings or recommendations to the Board, whereupon the ad hoc committee is dissolved.

#### 1.3 Oversight

The Board of Directors employs and oversees the Executive Director, and legal counsel. The Board shall provide the Executive Director with an annual performance evaluation. The Board may choose to evaluate legal counsel.

#### 1.4 Community engagement

The members of the Board are encouraged to meet with their constituents in their capacity as SFCJPA Board members, to hear community input and answer questions. SFCJPA staff are eager to support Board members in community engagement opportunities.

### **1.5 Executive Director's Annual Performance Review**

In March:

The Executive Director will provide all board members with a self-evaluation.

The Personnel Committee may choose to send evaluation surveys to SFCJPA staff for upward evaluations, and to external colleagues (for "360" evaluations). The Personnel Committee may choose to send internal and external evaluation surveys annually, or less often as they choose.

The Personnel Committee may choose to include survey questions about the organization's overall performance if this feedback is considered helpful.

In April:

All evaluations (internal and external) to be received by a person designated by the Personnel Committee two weeks before the May Board meeting.


The Personnel Committee's designee shall compile and summarize the results.

In May:


The May Board meeting shall have a closed session where the review information is shared with the full board. The Board shall invite the E.D. into the closed session to discuss their findings and recommendations. The E.D. shall have the opportunity to discuss and respond to the findings and submit responses to the board in writing within one week following the Board's review.

The Board shall also have a closed session to discuss compensation and other contract details. The Board may designate a contract negotiator or negotiators, such as two members of the Board, to negotiate with the E.D regarding the contract terms. The Board shall meet in closed session to provide direction on compensation issues. The E.D. may not be present in such closed session.


**March:** Exec Dir provides self-evaluation to Board. Board Personnel Committee may choose to distribute a prepared survey via designee (legal counsel, for example) for external partners and staff evaluations of E.D.



**April:** Surveys (if any) returned two weeks before the May Board meeting, compiled by designee of the board.



**May:** Board shall have a closed session where -  
a) any personnel committee or survey input is shared with the full board and the E.D. and  
b) where the Board, with the E.D. absent, shall discuss and provide direction regarding executive compensation.



**June:** Any changes to E.D. compensation are reflected in the proposed budget for the following fiscal year.

### **3.4 The SFCJPA's Committees of the Board**

There are two standing committees of the SFCJPA Board.

The Personnel Committee – This committee is typically comprised of the Board Chair and one other member of the board. The purpose of this committee is to conduct the annual evaluation of the Executive Director and to make any recommendations for Executive compensation. Typically, the annual performance review is to be conducted in March and concluded in April to ensure that any recommendations for changes in compensation can be included in the annual budget process.

In the event of the need to fill the role of Executive Director, the personnel committee may also be engaged in Executive search and candidate evaluation tasks.

The Finance Committee – This committee is convened to review and provide feedback on the SFCJPA's annual proposed operational budget, annual audit, Finance Policy, and Procedure updates and SFCJPA banking and investments. The committee typically convenes in the first quarter of the calendar year and occasionally in the fall depending on the financial needs of the agency.

Proposed: Account signatories will include one member from the Finance Committee and the Board Chair.

ACWA-JPIA Committee – One member of the board and one staff member are selected to represent the SFCJPA to the ACWA-JPIA committee. There is typically one meeting per year.

The Association of California Water Agencies Joint Powers Insurance Authority (ACWA JPIA, aka JPIA) was formed to provide liability coverages tailored to the unique needs of California water agencies. Because risk sharing among water agencies was so successful in its first few years, a Property Program was added in January of 1983 and a Workers' Compensation Program was added in July of 1984. In July 2012, the Employee Benefits Program was added. Each water agency that joins the JPIA must also be a member of ACWA, be a public entity, and be directly involved with water. Each member names one of its directors to sit on the JPIA's Board of Directors. In addition, the water agency's board members and staff become eligible to participate on the JPIA's various Committees of the Programs for which they are members.

Ad Hoc Committees – According to the Brown Act, Ad Hoc committee members are appointed by the Chair. Ad hoc committees are convened to serve a specific purpose for a limited time.

SAN MATEO COUNTY  
INCORPORATED AREAS  
MENLO OAKS  
060311

CITY OF  
MENLO PARK  
060321

CITY  
OF PALO ALTO  
060348

SAN FRANCISQUITO CREEK  
JOINT POWERS AUTHORITY



Zone AE  
(EL 11)

# Special Meeting of the SFCJPA Board of Directors January 30, 2025

FEMA Special Flood Hazard Areas - blue is the 1% flood hazard area.

# MEETING AGENDA



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**\*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.*



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# AGENDA ITEM 4 – Action Item

## 4.A. Discuss and Approve Board Resolution 25-01-30-A Re-affirming the Project Design Flow for the Reach 2 Project



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# AGENDA ITEM 5 – Discussion Item

## 5.A. Verbal Report from Public Finance Ad Hoc Committee



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# AGENDA ITEM 6 – Action Item

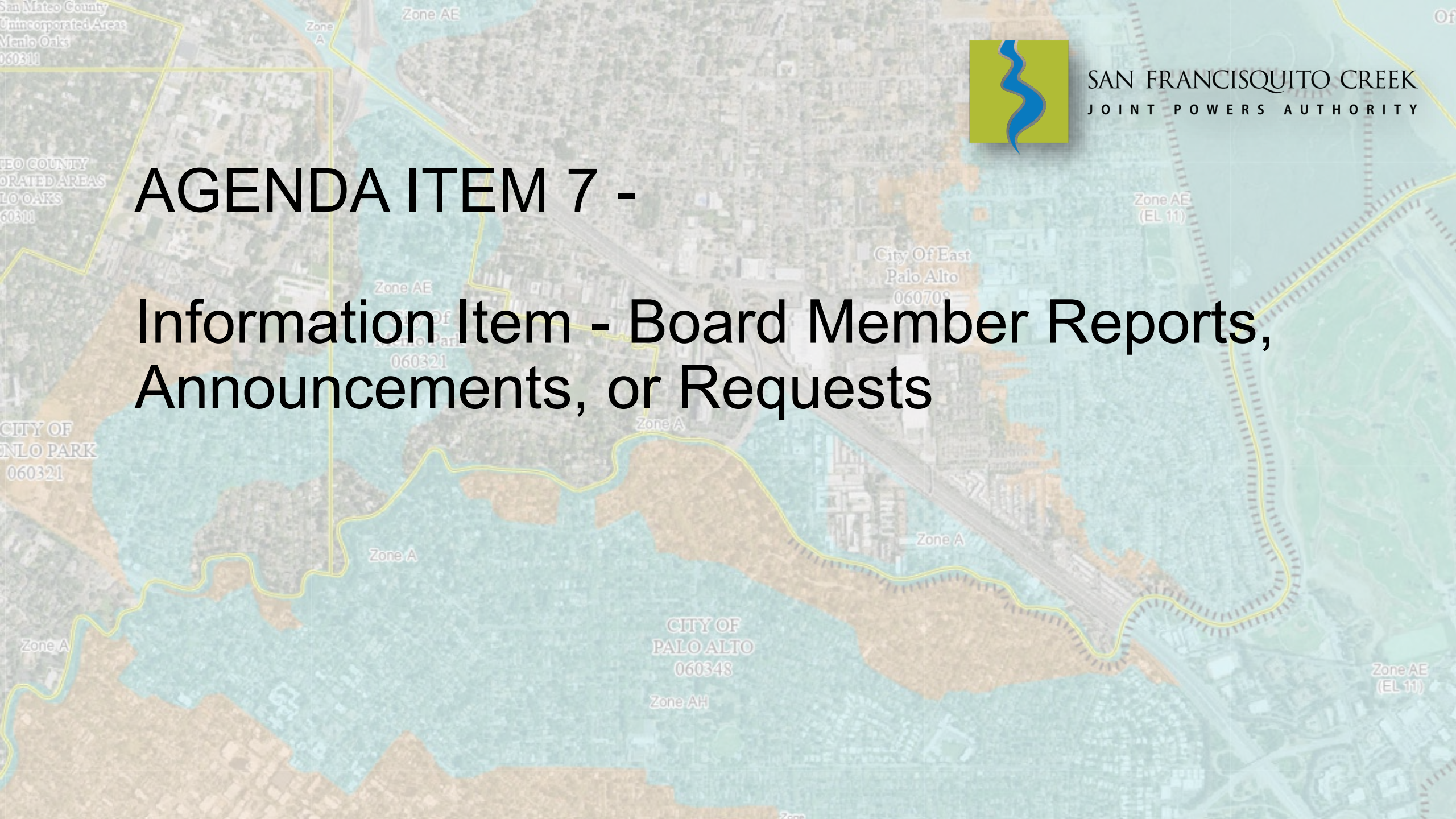
## 6.A. Discuss and Approve Board Leadership and Committee Roles

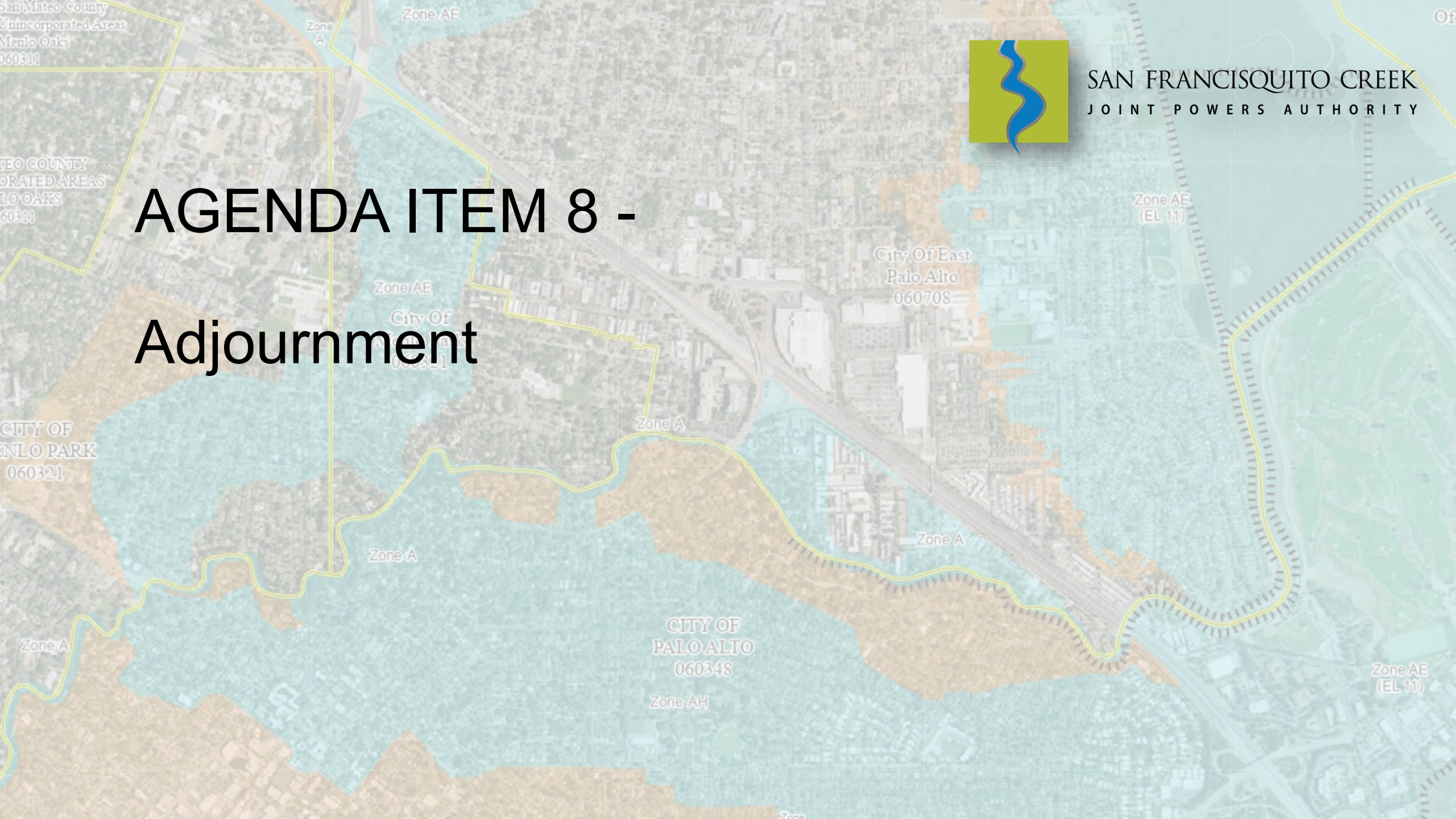


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# AGENDA ITEM 7 -

## Information Item - Board Member Reports, Announcements, or Requests





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# AGENDA ITEM 8 - Adjournment