

San Francisquito Creek Joint Powers Authority  
Board Meeting  
Agenda Item  
Executive Director's Report

**Executive Director's Report, August 2020 (amended)**

**Comprehensive Planning:**

Today we present our draft outline of the SFCJPA Comprehensive Plan (see attachment). We hope you, and members of the community, will provide input. This plan is envisioned as a living document of how we and our partners are working together to improve the watershed for all inhabitants.

Our schedule to complete an initial public draft Comprehensive Plan is aggressive and meant to coincide with key SFCJPA project deliverables and potential funding opportunities. As discussed last month, this initial Comprehensive Plan will focus on SFCJPA projects, but could be used as the basis of a future, watershed-level plan. Some of the items in the draft outline may be reserved for future updates.

We plan to present our draft plan to you in September and a final document in October. Therefore, we are asking for any comments on this draft outline by September 4.

Our timeline is:

- Board and Public comments on draft outline – *August 27-September 4.*
- Initial draft plan presented to the Board– *September 24 Board Meeting.*
- Public Comment: *September 25 – October 9.*
- Integrate comments into final document and share with you –*October 22 Board Meeting.*

We plan to review the Comprehensive Plan each year during July and August to ensure the document remains current.

**Project Updates:**

- Continued Reach 2 Upstream project design and estimated construction costs, including design modifications to creek widening sites to incorporate features requested by regulatory agencies during our pre-application consultations. These features are intended to improve habitat and stream function.

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- **Funding Gap Assessment – We met with Valley Water and have received an updated Funding Gap Assessment. We are evaluating the information and will come back to the board at the September board meeting with more details.**
- Preparation of a Pope-Chaucer Bridge Planning Application for simultaneous distribution to Palo Alto, East Palo Alto and Menlo Park. Valley Water is providing non-substantive edits to the package to conform with the electronic submittal format requirements. Once these are complete, the package will be ready for submittal.
- Set a schedule for future City Manager and staff coordination meetings: Sept 17, Dec.10 and February 9.
- Communications with Stanford University regarding access agreement for 100 - year flood protection field evaluations. During this call on August 19, 2020, Stanford was responsive to our timeline request in our letter dated July 27, 2020. We reached verbal agreement on a two-stage access agreement. Stanford is drafting preliminary access agreement language. We will confer again next week to ensure their framework addresses our concerns. Their legal team will review and provide a final, formal response.
- Waiting on Basis of Design Report from Valley Water, necessary for permit applications for the Upstream Project. All signs are OK from Valley Water and we are on track to submit to the agencies by the end of October.
- **Prop 68 Grant application for SAFER Bay submitted in July – Delay in final award notification until June 2021.**
- **IPI Award – the JPA, together with its construction partners Teichert Construction and Valley Water, were recognized for their work in partnership for the Downstream Project.**
- Regular communication with member agencies, and others - meetings this month with East Palo Alto, Valley Water, Menlo Park, Ravenswood Business District and the Palo Alto Daily.
- Continued coordination with and outreach to members of the community.

**Organization/Administration Updates:**

- Designed and initiated regular employee reviews.
- Implemented organization-wide file sharing (Dropbox) and project management (Smartsheet).
- Website re-design and update is underway. Debut anticipated 9/1.
- We will be moving into our new office location on September 1<sup>st</sup>. We will be in the Regus office space at 2100 Geng Road, off Embarcadero, in Palo Alto. Notifications and other logistics are underway.
- Investigating potential new banking options.

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- We will be bringing to the Board, after Finance Committee review, new financial policies and the draft FY 2018/2019 audit on October 22, 2020.