



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

SFCJPA.ORG

**Notice of Regular Meeting of the
BOARD OF DIRECTORS
May 28, 2020 at 3:30 p.m.**

Due to the risk of COVID-19 transmission, this meeting will be held remotely. If you require an accommodation pursuant to the Americans with Disability Act, please contact the Clerk of the Board at the phone number or email listed at the bottom of this Agenda by 10:00 am on the day of the meeting.

To join the meeting, click on: <https://us02web.zoom.us/j/84065665938>

Meeting ID: 840 6566 5938

Or by phone: 669-900-6833,,84065665938#

AGENDA

1. ROLL CALL
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT: *Individuals may speak on any topic for up to three minutes; during any other Agenda item, individuals may speak for up to three minutes on the subject of that item.*
4. STAFF REPORT: BRIEF SUMMARY OF PROJECT RELATED UPDATES
5. ACTION ITEMS:
 - a. Consider approving proposed Fiscal Year 2020-21 Operating Budget
 - b. Consider approving RESOLUTION # 23-04-20 Recognizing Len Materman for his services as Executive Director of the San Francisquito Creek Joint Powers Authority
5. CLOSED SESSION: Pursuant to Government Code Section 54957 PUBLIC EMPLOYEE APPOINTMENT – TITLE: Executive Director
6. ADJOURNMENT

PLEASE NOTE: This Board meeting Agenda and supporting documents related to items on the Agenda can be viewed online by 3:30 p.m. on May 25, 2020 at sfcjpa.org -- click on the "Meetings" tab near the top.

NEXT MEETING: Regular Board meeting, June 25, 2020 at 3:30 PM, location to be determined



Staff Report

May 28, 2020 Board Meeting

In lieu of an Executive Director's report, for the month of May 2020 the SFCJPA staff is providing the following summary of key items being advanced for each active project:

Bay-101 Project

- Interpretive signage – Draft concepts for the interpretive signs to be installed on the new boardwalk that spans the widened channel at Friendship Bridge have been developed. Installation is anticipated in fall of this year.
- The Completion Report for our DWR Prop 84 grant was approved by DWR on May 15, 2020. On May 18 we submitted a request to release the remaining funds of \$408,235.

Bridge Replacement and Channel Widening

- In April the Board authorized the Executive Director to enter into a consultant agreement with Environmental Sciences Associates (ESA) to prepare a mitigation and monitoring plan, restoration landscape plans, and restoration features of the civil design for project features upstream of Highway 101. At the Board's request, staff negotiated an adjustment to the budget such that \$1,200.00 was removed from the not-to-exceed amount. Initial site reconnaissance occurred with SFCJPA staff and ESA on 5/19 and 5/20.

100-year Creek Flood Protection

- When funding is available, staff plans to re-release the Request for Proposals for an environmental consultant to prepare a project-level EIR for features that would supplement our bridge replacement and channel widening efforts to provide 100-year creek flood protection upstream of Highway 101. These supplemental features include the offline detention basins that were analyzed at a program level in the EIR for the Upstream of Highway 101 project.

SAFER Bay Project

- Staff has made presentations to and received feedback from the Bay Restoration Regulatory Integration Team (BRRIT) and San Francisco Bay Joint Venture (SFBJV) Conservation Delivery Committee. These two bodies are anticipated to be critical partners for securing construction permits and future project funding.

San Francisquito Creek Joint Powers Authority
Proposed Fiscal Year 2020-21 Operating Budget

	Proposed FY20-21 Budget
REVENUES	
Member Contributions (\$313,000 each x 5)	\$1,565,000
Grant funding: SAFER Bay project	\$15,000
Upstream of Hwy. 101 project EIR legal	\$50,000
Interest	\$3,000
Total Revenues	\$1,633,000
EXPENSES	
Acct. Description	Amount
Personnel	
1 Executive Director Salary	\$170,000
2 E.D. Transportation Allowance	\$5,000
3 Finance & Administration Mgr. Salary	\$106,668
4 Senior Project Manager Salary	\$123,480
5 Project Manager Salary	\$110,250
Staff salary adjustments ¹	\$10,212
6 Employee Benefits	\$270,000
7 Membership Dues	\$8,000
8 Payroll Administration/Fees	\$3,000
9 Employer Taxes	\$50,000
Subtotal Personnel	\$856,610
Contract Services	
10 Legal Counsel	\$150,000
11 Auditor	\$20,000
12 Project Consultants	\$50,000
One-time Upstream of Hwy. 101 Project expenses	\$431,500
Subtotal Contract Services	\$651,500
Administrative	
13 Computers/Software	\$4,000
14 Meeting Supplies	\$1,000
15 Travel/Training	\$6,500
16 Office Supplies	\$1,500
17 Telecommunication	\$8,000
18 Postage	\$175
19 Printing/Design	\$1,000
20 Website	\$5,000
21 Liability Insurance	\$12,000
22 Office Lease	\$40,000
23 Utilities	\$7,500
24 Office furniture/maintenance	\$2,500
Subtotal Administrative	\$89,175
25 General Contingency	\$35,000
Total Expenses	\$1,632,285

¹ Equal to a 3% increase effective 7/1/20 to salaries of Finance & Admin. Mgr., Senior Project Mgr., and Project Mgr.

On July 1, 2021, Operating Reserves are estimated to be \$200,000 or 17% of the Budget not including one-time expenses



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RESOLUTION # 23-04-20
RECOGNIZING LEN MATERMAN
FOR HIS SERVICE AS EXECUTIVE DIRECTOR OF
THE SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY

WHEREAS, Mr. Materman has served the member agencies of the San Francisquito Creek Joint Powers Authority as Executive Director since August 11, 2008; and

WHEREAS, as Executive Director, Mr. Materman formalized the agency's administration and financial management, long term planning, research, public outreach, member coordination, and took a leadership role in maintaining and advancing relationships with the Army Corp of Engineers, Stanford University and numerous regulatory bodies; and

WHEREAS, Len's knowledge and attention to detail, provided him with valuable insight that helped him to be an effective advocate for the interests of all inhabitants and property owners in the San Francisquito Creek Watershed; and

WHEREAS, under Len's leadership, the SFCJPA successfully transitioned from being solely reliant on federal funding to complete the downstream flood protection, ecosystems restoration and recreation project to local opportunities to utilize local and state funding to complete meaningful and achievable improvements on a shorter time scale; and

WHEREAS, Len's stellar ability to establish collaboration amongst the numerous and diverse organizations, which included Federal, State, regional and local agencies, as well as community groups, individuals, businesses and schools, was instrumental to the completion of the SFCJPA's first capital project that increases protection for East Palo Alto and Palo Alto downstream of Hwy. 101 from creek flooding and 10 feet of sea level rise above today's mean high tide, and the very significant progress for Upstream reaches and the regional Strategy to Address Flood protection, Ecosystems and Recreation ("SAFER Bay") projects that are key elements of his long term plan to protect people and infrastructure in the face of sea level rise ; and

WHEREAS, such public service involves personal sacrifice, unmitigated commitment and leadership of a strong support staff.

NOW, THEREFORE, BE IT RESOLVED that the Board does hereby recognize and thank Len Materman for his dedicated service to the SFCJPA on behalf of the Cities of Menlo Park, East Palo Alto, Palo Alto, the San Mateo County Flood and Sea Level Rise Resiliency District and the Santa Clara Valley Water District (Valley Water).

INTRODUCED AND PASSED:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

ATTEST:

APPROVED:

Secretary/Date

Chairperson/Date