

San Francisquito Creek Joint Powers Authority

September 26, 2008 Board Meeting

Agenda Item 7

Informational Items

- a) Administrative items: office space, JPA URL www.sfcjpa.org, and FY 2007-08 JPA Audit

Office space: Beginning in late August the Executive Director and JPA staff began a search for more permanent office space for the agency. As of the writing of this report, various options are available to the JPA, and, at the September 26 Board meeting, the Executive Director will update the Board on the status of this search.

JPA URL www.sfcjpa.org: After moving the JPA offices out of Menlo Park City Hall, it became necessary to obtain and manage an independent domain name and identity for the agency. We have secured www.SFCJPA.org as our permanent independent internet identity. Staff email is now operated out of this domain (len@sfcjpa.org, kmurray@sfcjpa.org, mhparker@sfcjpa.org), and staff intends to create a new JPA website at that URL within the next two months (currently the City of Palo Alto provides a web page for the JPA).

FY 2007-08 JPA Audit: The annual audit for the FY 2007/2008 JPA financials has begun. Mr. Kevin W. Harper, CPA is performing the audit. Mr. Harper expects to have the audit completed and ready for Board presentation at the November Board meeting.

- b) Annual maintenance walk summary

- The purpose of the annual maintenance walk on San Francisquito Creek is to identify debris and potential flow obstructions in the main channel that need addressing prior to the rainy season. The maintenance walk took place on two dates this year. The “downstream” reach between El Camino Real and US 101 was hiked on September 9th, and the “upstream” reach between Sand Hill Road and El Camino Real was hiked on September 12th.
- All work items identified during the maintenance walk have been catalogued and assigned to the appropriate agency.
- Illegal encampments have been reported to the appropriate police departments for follow up.
- Dumping sites and areas of high trash incidence have been forwarded to NGOs sponsoring volunteer clean-up events to maximize their efforts.
- In general, the creek is in good condition and is in need of relatively little maintenance this year. Perhaps due to the mild rainy season, there were only a limited number of fallen trees and tree limbs of the size that would require attention to prevent a public safety hazard.
- All work assigned during the maintenance walk is in accordance with the California Department of Fish and Game’s guidelines for stream debris maintenance.
- A report on work completed in the channel pursuant to the maintenance walk will be prepared for the October 23, 2008 JPA Board meeting.