



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

July 1, 2025

Board of Directors

Greer Stone

Board Chair
City of Palo Alto
City Council Member

Lisa Gauthier

Board Vice Chair
San Mateo County Flood
and Sea Level Rise
Resiliency District
Board Member

Drew Combs

Board Member
City of Menlo Park
Mayor

Nai Hsueh

Board Member
Santa Clara Valley Water
District
Board Member

Ruben Abrica

Board Member
City of East Palo Alto
City Council Member

Margaret Bruce

Executive Director

Melanie Richardson
Interim CEO
Valley Water
5750 Almaden Expressway
San Jose, CA 95118-3686

Dear Mrs. Richardson:

On June 26, 2025, the Board of Directors of the San Francisquito Creek Joint Powers Authority (SFCJPA) adopted the Fiscal Year 2025-2026 Operating Budget with anticipated expenses of \$5,328,671.93 (enclosed). The SFCJPA Board also approved projected revenues of \$4,765,485.90 resulting in an equal contribution of \$933,097.18 by each Member Agency. This budget includes the use of SFCJPA reserves to balance the budget.

Enclosed is an invoice for Valley Water's FY 2025-2026 contribution as a member of the SFCJPA. Please remit the payment as indicated on the invoice. Please contact SFCJPA Finance & Administration Manager Miyko Harris-Parker if you have any questions.

Sincerely,

Miyko A. Harris-Parker

Miyko Harris-Parker
Finance & Administration Manager & Clerk of the Board

cc: Nai Hsueh, Valley Water Board Director, SFCJPA Director;
Richard Santos, Valley Water Board Vice-Chair, SFCJPA
Alternate; Cindy Owens, Thao T. Nguyen, Lores Andrade
Torres, Oliva Manaloto, Valley Water Finance Department; Erin
Baker, Capital Engineering Unit Manager, Watershed Capital
Design & Construction Division



SAN FRANCISCO CREEK
JOINT POWERS AUTHORITY
SFCJPA.ORG

DATE 07/01/2025

REMIT

Please issue payment by check to the
San Francisquito Creek Joint Powers Authority
750 Menlo Ave, Suite 250, Menlo Park, CA 94025
Attn: Miyko Harris-Parker

Thanks!

<u>Approved June 26, 2025</u>		FY25/26 Budget
REVENUES		
Member Contributions towards expenses (\$820,355.18 x 5)		\$ 4,101,775.90
Member Contributions towards reserves (per reserve policy approved by Board in 2020) (12.5%) (\$112,742.00x 5)		\$ 563,710.00
Total proposed FY25/26 Member Contribution (including contribution to reserves) per agency \$933,097.18		\$ 4,665,485.90
Interest		\$ 100,000.00
Total Revenues		\$ 4,765,485.90
EXPENSES		
Acct.	Description	
Personnel		
1	Executive Director Salary	\$ 202,149.73
2	Finance & Admin. Mgr./Clerk of the Board (FAM/CB) Salary	\$ 148,725.93
3	Senior Project Manager (SPM) Salary	\$ 156,863.39
4	Project Manager	\$ 136,724.00
5	Internship Program	\$ -
6	COLA	\$ 15,708.88
7	Employee Benefits	\$ 200,000.00
8	Membership Dues	\$ 20,000.00
9	Payroll Administration/Fees	\$ 5,500.00
10	Employer Taxes	\$ 70,000.00
	Subtotal Personnel	\$ 955,671.93
Contract Services		
11	Legal Counsel	\$ 150,000.00
12	Auditor	\$ 30,000.00
13	Project Consultants (Flood Early Warning System, Ad Hoc Technical services, stream maint permit, Communications support,etc.)	\$ 620,000.00
	Reach 2	\$ 3,020,000.00
14	Upstream Detention (Reach 3) Project Expenses	\$ -
15	Cap205	\$ 235,000.00
16	Reach 1 O&M	\$ 105,000.00
	Subtotal Contract Services	\$ 4,160,000.00
Administrative		
17	Computers/Software	\$ 15,000.00
18	Meeting Supplies	\$ 6,000.00
19	Travel/Training	\$ 8,000.00
20	Office Supplies	\$ 2,500.00
21	Telecommunication	\$ 7,000.00
22	IT	\$ 30,000.00
23	Postage	\$ 200.00
24	Printing/Design	\$ 4,000.00
25	Website	\$ 1,000.00
26	Liability Insurance	\$ 24,000.00
27	Office Lease	\$ 65,000.00
28	Office furniture/maintenance	\$ 300.00
	Subtotal Administrative	\$ 163,000.00
General Contingency		
29	General Contingency	\$ 50,000.00
Total Expenses		\$ 5,328,671.93

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