



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

Notice of Regular Meeting of the Board of Directors

Wednesday, June 26, 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:

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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. APPROVAL OF MEETING MINUTES:
 - A. May 28, 2025, Special Meeting of the Board of Directors
5. CLOSED SESSION:
 - A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Executive Director
 - B. CONFERENCE WITH LABOR NEGOTIATOR
Agency designated Vice Chair Greer Stone
Unrepresented employee: Executive Director
 - C. CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION (Gov. Code § 54956.9(d)(2)) (one case)
6. ACTION ITEMS
 - A. Review and consider approving the SFCJPA Budget for Fiscal Year 25/26

750 Menlo Ave. Suite 250. Menlo Park, CA 94025

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- B. Review and consider resolution 26-06-25-A approving updated Local Agency Investment Fund (LAIF) authorized signatories.

7. INFORMATION ITEMS:

- A. Executive Director's Report, Including Reach 2 Project Status Report and Audits Status Update

8. BOARD MEMBER ANNOUNCEMENTS, INFORMATION ITEMS, AND REQUESTS (INFORMATION ONLY)

9. ADJOURNMENT

PLEASE NOTE: Board meeting Agenda can be viewed online no later than 3:30 p.m. on June 23, 2025 at sfcjpa.org -- click on the "Clerk of the Board" tab near the top, select 2024 and the meeting of interest. Supporting materials will be posted prior to the Board meeting. The Board Meeting agenda and supporting materials 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:MH Parker@sfcjpa.org) if you are not on this list and would like to be added.

Agenda Item 6. A. Draft Budget Memo

Background

Our current FY24/25 budget was approved with \$1,754,677.43 in expenses and \$0 in contributions to reserves.

The FY25/26 budget represents anticipated expenditures of \$4,101,775.89 and contributions to reserves of \$563,710.02 for a total of \$4,665,485.91. Of this, \$1,645,485.91 is Operations/Administration and Reserves, and \$3,020,000 is for Reach 2 Project Planning and Design (“capital” expenditures).

This results in a total per-member contribution of \$933,097.18. Of that amount, \$329,097.18 is for Operations/Administration and Reserves, and \$604,000 is for Reach 2 project Planning and Design.

Summary of FY25/26 budget

	Total budget amount	Per-member amount
Operations/Administration and Reserves	\$1,645,485.91	\$329,097.18
Reach 2 Project Planning and Design	\$3,020,000.00	\$604,000.00
Total budget	\$4,665,485.91	\$933,097.18

The Finance Committee met on March 17, 2025, to review and discuss the proposed draft budget. Their input and recommendations have been included in this proposed budget. In addition, member agency staff reviewed and commented on the draft budget, with compiled responses to comments sent by JPA staff on April 9, 2025. Since that time, the SFCJPA has worked to refine the FY25-26 budget and assumptions.

Key Points

- There is \$818,991.79 in unspent FY 24/25 resources being carried over to the FY 25/26 budget. This is primarily due to the Army Corps of Engineers limited work scope and the Supplemental EIR work not performed.
- We are using \$407,904.25 from reserve funds while keeping the SFCJPA agency reserves at our 12.5% of budgeted expenses.
- Personnel and Administration costs are not changing substantially from FY 24/25 to FY 25/26.
- Because we were able to retain reserves in the LAIF account, our earned interest was higher by slightly more than \$40,000 than anticipated.
- We over-ran our IT budget due largely to the IT support needed to address Intuit/QuickBooks and Microsoft data issues.

Budget Details

Operations/Administration –

This segment of the budget includes:

- **Personnel** – including salaries, cost of living adjustments (COLA), employee benefits, professional and organizational membership dues, payroll administration fees, and employer taxes. The subtotal budget for Personnel is \$955,671.93.
- **Administrative** – including computers and software, board meeting supplies, professional development and related travel expenses, office supplies, telecommunications IT support, postage, printing/copying, website, liability insurance, office lease¹, office furniture/maintenance. The budget subtotal for Administrative is \$163,000.

Contract Services – This segment includes both the Reach 2 Project and other contracted services.

Contract services NOT directly associated with the Reach 2 project include:

- Legal services
- Auditor
- Temporary administrative, communications/graphics, or ad hoc technical support
- Watershed monitoring/flood early warning system maintenance
- Stream Maintenance Permitting contract, as approved by SFCJPA Board last month
- Mitigation and monitoring, maintenance, and reporting costs for the completed Reach 1 project based on contracts with H.T. Harvey and Hanford ARC.

The sub-total for the above contract services: \$620,000.

Reach 2 contract services include:

- Planning and design work under the WRA Master Services Agreement, including moving forward with Phase 1 activities for widening and replacement of the temporary wooden floodwall, permitting and a public draft project description for a supplemental EIR.
- Feasibility study on a bypass tunnel for flood control
- Site-specific applicability study on permanent retractable floodwalls
- Arborist survey
- Field surveys and technical investigations for hydraulic model updates and engineering design of Reach 2 project improvements
- USACE CAP205 contribution
- Project-related community outreach

The sub-total for contract services directly related to Reach 2 project work (“capital expenditure”) is \$3,020,000.

There is a general contingency amount of \$100,000 included in the Reach 2 project sub-total to account for unknown but foreseeable Reach 2 related needs.

¹ Our office lease ends in February 2026. The landlord has informed us of their intention to do a full-building remodel sometime in the future, which will require all tenants to move out. They have not decided when they will do this work. By November or so we should know if we will be looking for a new office location or will renew our current lease for one more year.

From last year's budget memo

"It is very important to note that next year (FY25/26) project-related expenses for planning, designing, permitting, and mitigation may be higher than FY 24/25. Moreover, there will be fewer reserves to draw from to fill any deficit. SFCJPA staff recommend prioritizing the funds available from Measure S for project construction. Members are strongly advised to anticipate this increase."

Discussions regarding the Reach 2 Project construction funding framework will begin once the board has given its direction regarding project elements, phases, and project components. As currently envisioned, this will be in early fall.

Recommendation

Please review the attached proposed budget and consider approval.

<u>Until Board-approved, this is a draft for discussion only</u>		FY2024/2025 Approved Budget	FY2024/2025 current expenses as of 06/18/2025	Remaining budget (negatives=overbudget)	Draft FY25/26 Budget
REVENUES					
Member Contributions towards expenses (\$820,355.18 x 5)		1,754,677	1,754,677	-	\$ 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		60,000	102,769	(42,768.77)	\$ 100,000.00
Total Revenues		1,814,677	1,857,446	(42,768.77)	\$ 4,765,485.90
EXPENSES					
Acct.	Description	Amount		Amount	
Personnel					
1	Executive Director Salary	197,219	224,738	-	\$ 202,149.73
2	Finance & Admin. Mgr./Clerk of the Board (FAM/CB) Salary	145,098	159,483	-	\$ 148,725.93
3	Senior Project Manager (SPM) Salary	153,037	161,833	-	\$ 156,863.39
4	Project Manager	133,000	133,000	-	\$ 136,724.00
5	Internship Program	13,000	12,776	224.23	\$ -
6	COLA	16,413	-	-	\$ 15,708.88
7	Employee Benefits	200,000	138,389	61,610.79	\$ 200,000.00
8	Membership Dues	15,000	15,658	(658.00)	\$ 20,000.00
9	Payroll Administration/Fees	4,500	7,852	(3,352.17)	\$ 5,500.00
10	Employer Taxes	62,000	67,977	(5,977.45)	\$ 70,000.00
	Subtotal Personnel	939,268	921,707	17,561.39	\$ 955,671.93
Contract Services					
11	Legal Counsel	150,000	146,989	3,011.33	\$ 150,000.00
12	Auditor	30,000	-	30,000.00	\$ 30,000.00
13	Project Consultants (Flood Early Warning System, Ad Hoc Technical services, stream maint permit, Communications support,etc.)	220,000	97,744	122,256.09	\$ 620,000.00
	Reach 2	885,000	681,429	203,570.58	\$ 3,020,000.00
	Upstream Detention (Reach 3) Project Expenses	-	-	-	\$ -
14	Cap205	235,000	-	235,000.00	\$ 235,000.00
15	Reach 1 O&M	140,000	81,569	58,431.09	\$ 105,000.00
	Subtotal Contract Services	1,660,000	1,007,731	652,269.09	\$ 4,160,000.00
Administrative					
17	Computers/Software	8,000	6,772	1,227.84	\$ 15,000.00
18	Meeting Supplies	9,500	5,744	3,755.66	\$ 6,000.00
19	Travel/Training	9,000	4,129	4,870.83	\$ 8,000.00
20	Office Supplies	2,000	645	1,354.53	\$ 2,500.00
21	Telecommunication	8,000	6,516	1,484.18	\$ 7,000.00
22	IT	20,000	29,857	(9,856.92)	\$ 30,000.00
23	Postage	200	77	123.05	\$ 200.00
24	Printing/Design	3,500	2,869	630.89	\$ 4,000.00
25	Website	3,500	860	2,639.60	\$ 1,000.00
26	Liability Insurance	15,300	15,232	67.64	\$ 24,000.00
27	Office Lease	75,000	32,957	42,042.56	\$ 65,000.00
28	Office furniture/maintenance	300	38	262.44	\$ 300.00
	Subtotal Administrative	154,300	105,698	48,602.30	\$ 163,000.00
General Contingency					
29	General Contingency	50,000	3,347	46,652.69	\$ 50,000.00
Total Expenses		2,803,568	2,038,483	765,085.47	\$ 5,328,671.93