



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

<b>TOTAL DUE BY DATE 07/31/2025</b>	<b>\$933,097.18</b>
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Attachment 3  
Page 2 of 3

<b><u>Approved June 26, 2025</u></b>		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
<b>Total proposed FY25/26 Member Contribution (including contribution to reserves) per agency \$933,097.18</b>		<b>\$ 4,665,485.90</b>
Interest		\$ 100,000.00
<b>Total Revenues</b>		<b>\$ 4,765,485.90</b>
EXPENSES		
Acct.	Description	
<b>Personnel</b>		
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
	<b>Subtotal Personnel</b>	<b>\$ 955,671.93</b>
<b>Contract Services</b>		
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
	<b>Subtotal Contract Services</b>	<b>\$ 4,160,000.00</b>
<b>Administrative</b>		
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
	<b>Subtotal Administrative</b>	<b>\$ 163,000.00</b>
<b>General Contingency</b>		
29	General Contingency	\$ 50,000.00
<b>Total Expenses</b>		<b>\$ 5,328,671.93</b>

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