



SAN FRANCISQUITO CREEK  
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**Notice of Regular Meeting of the  
BOARD OF DIRECTORS  
City of Menlo Park Council Chambers  
701 Laurel Street, Menlo Park, California  
April 23, 2015 at 4:00 p.m.**

AGENDA

- 1) ROLL CALL
- 2) APPROVAL OF AGENDA
- 3) APPROVAL OF MEETING MINUTES – March 26, 2015 Board meeting
- 4) 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.*
- 5) REGULAR BUSINESS – EXECUTIVE DIRECTOR'S REPORT
  - a) S.F. Bay-Highway 101 project construction planning
  - b) Approve the Fiscal Year 2015-16 Operating Budget
- 6) CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL  
Government Code Section 54956.9(d)(1)  
  
SFCJPA's application for Clean Water Act Section 401 Certification for the San Francisquito Creek Flood Reduction, Ecosystem Restoration and Recreation Project from S.F. Bay to Highway 101, which is pending before the San Francisco Bay Regional Water Quality Control Board
- 7) BOARD MEMBER MATTERS - *Non-agendized comments, requests, or announcements by Board members; no action may be taken.*
- 8) ADJOURNMENT

PLEASE NOTE: This Board meeting Agenda can be viewed online by 4:00 p.m. on April 20, 2015 at [sfcjpa.org](http://sfcjpa.org) -- click on the "Meetings" tab near the top. Supporting documents related to the Agenda items listed above will be available at the same online location by 6:00 p.m. on April 21, 2015.

NEXT MEETING: Regular Board meeting, May 28, 2015 at 4:00 p.m., East Palo Alto City Council Chambers.

**San Francisquito Creek Joint Powers Authority**  
**April 23, 2015 Regular Board Meeting**  
**Agenda Item 3**  
**March 26, 2015 Board Meeting Minutes**

Chairperson Keith called the meeting to order at 4:02 p.m. at the City of Palo Alto Council Chambers, Palo Alto, CA

**DRAFT**

**1) ROLL CALL**

Members Present: Director Keith, City of Menlo Park  
Director Abrica, City of East Palo Alto  
Director Burt, City of Palo Alto  
Director Kremen, Santa Clara Valley Water District (SCVWD)  
Director Pine, San Mateo County Flood Control District (not present at roll call)

JPA Staff Present: Len Materman, Executive Director  
Kevin Murray, Staff  
Miyko Harris-Parker, Staff

Legal Present: Greg Stepanicich

Others Present: Brian Schmidt, Mtn. View resident; Jerry Hearn, Portola Valley resident;  
Dennis Parker, East Palo Alto resident; Trish Mulvey, Palo Alto resident;  
Joe Teresi, City of Palo Alto; Ann Stillman, SMCFCO; Melanie Richardson,  
SCVWD; Bill Magleby, SCVWD; Peter Drekeimer, Tuolumne River Trust

Pledge of Allegiance

**2) APPROVAL OF AGENDA**

Director Burt made a motion to approve the agenda. Director Kremen seconded. Agenda approved 4-0. Director Pine not present at time of approval.

**3) APPROVAL OF MEETING MINUTES- January 22, 2015 Board Meeting**

Director Keith made a motion to approve the January 22, 2015 Board meeting minutes with suggested amendment (correct city of residence for Brian Schmidt). Director Kremen seconded. January 22, 2015 Board meeting minutes approved with amendment 4-0. Director Pine not present at time of approval.

**4) PUBLIC COMMENT**

None.

**5) REGULAR BUSINESS- Executive Director's Report**

**a) S.F. Bay-Highway 101 project construction planning**

Mr. Materman provided the Board with a brief update on the S.F. Bay-Highway 101 project construction planning.

Chairperson Keith requested that staff schedule a closed session for the Board to discuss options available to the SFCJPA to respond to the fact that the Regional Water Board has not issued a permit, known as Water Quality Certification.

Director Burt inquired which outstanding issues were the most contentious. Mr. Materman explained that the most contentious issue is related to the PG&E gas pipeline. Director Burt commented on the fact that after the Regional Water Board meeting at Stanford in October and a Corps of Engineers notice in December, permit approval that was supposed to take two weeks has now taken over three months and that it may be time to raise the issue in different ways other than staff negotiations.

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Chairperson Keith observed that it may be time to reconnect with legislators. Mr. Materman commented that he has had regular discussions with Assemblyman Gordon's office and Senator Hill's office.

Director Pine arrived at 4:11 pm.

Chairperson Keith asked for an update from the SCVWD staff regarding easement acquisition and eminent domain issues. Melanie Richardson and Bill Magleby, SCVWD, provided a brief summary of easement acquisition efforts on the Palo Alto side of the creek noting that only two easements still needed to be resolved; the Yeaman/Johnson property and the International School. Mr. Magleby explained that for the Yeaman/Johnson property, the SCVWD is asking that the property owners use the rear of their property before and during project construction. With the International School, Mr. Magleby explained that the issue is related the drop off point for students and if the contractor can be done in that area before August.

Director Kremen asked about a claim made by the International School. Mr. Magleby explained that the International School made a claim to the SCVWD for lost revenues due to the fact that the School did not hold a summer session as they were expecting construction work to begin.

Director Abrica said that he believes the Board needs to do whatever it can to confront the issue of us not having our Water Quality Certification. Chairperson Keith concurred with Director Abrica's comment and she asked Mr. Stepanicich to clarify the process of the Board reinstating the appeal that was put on hold. Mr. Stepanicich explained that the discussion regarding the appeal would have to be held in closed session with the Board and special counsel to discuss the remedies the JPA has going forward.

Director Kremen concurred with the comments made by other Board members, and made a motion to direct Mr. Materman to write a letter to express the Board's concern regarding how long this process has taken. Director Abrica seconded. Director Pine stated that the letter should come from the Board Chair on behalf of the Board. Mr. Stepanicich concurred with Director Pine's statement that the letter should come from the Board. Director Burt requested that the motion be amended so that the letter reference the history of the commitments made by Mr. Wolfe, the request by the Regional Water Board that its Executive Officer, Mr. Bruce Wolfe, handle the permit administratively to expedite it, and that the letter be sent to the Regional Water Board members as well as to the Executive Officer. Director Kremen concurred with the amended motion. Motion to direct Mr. Materman to draft a letter from the SFCJPA Chair on behalf of the Board to the Regional Water Board and its Executive Officer to express the Board's concern regarding how long this process has taken, with reference to the history of the commitments made by Mr. Wolfe, and the request by the Regional Water Board that Regional Water Board Executive Officer Bruce Wolfe handle the permit administratively to expedite it, approved unanimously 5-0. Time of vote 4:43 pm.

Director Burt recalled that the International School has an alternative pick up location that would allow pickups on the street in front of the Post Office that the City of Palo Alto had previously not wanted the school to use. Director Burt commented that the City of Palo Alto may be willing to give a waiver for the use of that drop off location to avoid conflicts between the School and project construction.

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Jerry Hearn, Portola Valley resident, asked about the June 1-October 15 construction timeline regarding the Ridgeway's Rail population. Mr. Murray provided a brief explanation of the exclusion windows for both Steelhead and Ridgeway's Rail noting that work would not be done in the channel during the Steelhead exclusion window and that construction activities will be held within 700 feet of potential nesting sites and that fencing and other measures would be used to ensure the protection of the Ridgeway's Rail.

Trish Mulvey, Palo Alto resident, thanked Director Burt for his comments regarding other options for the International School and she expressed her hope that any conversation regarding the moving of the drop off point as a temporary measure would include the City of East Palo Alto.

Joe Teresi, City of Palo Alto, shared with the Board that he was notified that Caltrans has received bids for their project to replace the Highway 101 and frontage roads bridges, and that of the seven bids received three are within budget and that Caltrans is hoping to award a contract next month.

Resolution 15.3.26 of the Board of Directors increasing Public Employee's Retirement System member contributions paid by SFCJPA employees

Mr. Materman presented Resolution 15.3.26 of the Board of Directors increasing Public Employee's Retirement System member contributions paid by SFCJPA employees. Director Pine made a motion to approve Resolution 15.3.26 of the Board of Directors increasing Public Employee's Retirement System member contributions paid by SFCJPA employees. Director Abrica seconded. Motion to approve Resolution 15.3.26 of the Board of Directors increasing Public Employee's Retirement System member contributions paid by SFCJPA employees approved unanimously 5-0.

Discuss the Fiscal Year 2011-2012 Audited Financial Statements, audited by Grant & Smith, LLP

Mr. Materman provided a brief summary of the Fiscal Year 2011-12 financial statements findings. Chairperson Keith asked when the next two audits would be completed. Ms. Harris-Parker responded saying we believe we will have both audits to the Board by the June meeting.

Director Burt asked if staff feels that they have adequately identified the needs in terms of the circumstances regarding the audit findings and if there are adequate funds budgeted, as our small agency has many of the same requirements as a larger agency. Mr. Materman noted that he could not confirm that the proposed budget would cover all the needs of the agency. Director Burt stated that he wants to make sure that staff presents to the Board what is needed to do the job right and that if the proposed budget should address these needs. Director Pine concurred with Director Burt and he clarified that this was not just related to the IT issues, but any issues needed to have the agency running successfully. Chairperson Keith concurred reiterating that staff needs to tell the Board what is needed for the agency to run successfully.

d) Approve the Fiscal Year 2015-16 Operating Budget

Mr. Materman presented the Fiscal year 2015-16 operating budget for approval along with a list of anticipated staff/agency activities.

Trish Mulvey, Palo Alto resident, voiced her support and the support of Ms. McLaughlin of bringing on an additional staff person. Mrs. Mulvey commented on the offering of IT services from the City of Redwood City and on the salary constraints in the current and previous budgets.

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Mrs. Mulvey noted that there is no COLA accounted for in the budget and she asked that the Personnel Committee meet with Mr. Materman to discuss ways to provide for adjusted salary increases and COLA adjustments for staff. Chairperson Keith concurred with Mrs. Mulvey's comments and directed staff to look into Redwood City's IT services.

Peter Drekmeier, Tuolumne River Trust, expressed his pleasure in seeing ground water listed in the agency objectives. Mr. Drekmeier spoke about the importance of and the growing interest in ground water, East Palo Alto's work on a ground water plan, and his hope that the Board approves additional funds to address this and other issues.

Director Pine voiced his support of the recommended budget.

Director Abrica voiced his concern regarding the long list of anticipated staff/agency activities. Mr. Materman responded saying that we can try to define what progress looks like in the course of the fiscal year as it is always good to have a benchmark to measure our progress.

Director Kremen stated that he would speak with SCVWD staff before approving an increase in membership dues.

Agenda item 5.d. continued to the next Regular Board meeting.

**6) BOARD MEMBER MATTERS- NON-AGENDIZED COMMENTS, REQUESTS OR ANNOUNCEMENTS BY BOARD MEMBERS; NO ACTION MAY BE TAKEN**

Chairperson Keith noted that she attended a tour at SCVWD with ACWA and was very impressed with SCVWD efforts.

**7) ADJOURMENT**

Chairperson Keith adjourned the meeting at 6:09 pm.

Minutes Prepared by Clerk of the Board: Miyko Harris-Parker.

**San Francisquito Creek Joint Powers Authority**  
**April 23, 2015 Board Meeting**  
**Agenda Item 5**  
**Executive Director's Report**

With the help of Kevin Murray and Miyko Harris-Parker, I am pleased to submit the following:

**a. S.F. Bay-Highway 101 project construction planning**

At SFCJPA Board meetings for over the past year, we have discussed our efforts to prepare for construction, including the relocation of utilities, in order to improve public safety and increase marsh habitat in the Creek between S.F. Bay and Highway 101. Below is a summary of construction planning activities since the last Board meeting.

Permitting

As discussed at SFCJPA Board meetings over the past two years, a focus of our efforts to secure regulatory permits has been the Regional Water Quality Control Board. On February 12, 2015, Regional Water Board staff met with staff and legal counsel from the SFCJPA and Santa Clara Valley Water District (SCVWD) to discuss several of the specific permit conditions, or requirements, drafted by the Regional Water Board. At the March 26 SFCJPA Board meeting, the Board voted to authorize Board Chair Kirsten Keith to send a letter to Regional Water Board Executive Officer Bruce Wolfe to express concern with a few of these conditions and to request that the final water quality certification be issued. This letter was sent to Mr. Wolfe on March 28.

On April 7, 2015, Mr. Wolfe issued the final 401 Water Quality Certification for the project, which I received on April 8th. Some of the final Certification's requirements changed from the draft version the SFCJPA reviewed in early February and some required still more work by SFCJPA and Regional Water Board staff. On April 15, the SFCJPA Board met in closed session with legal counsel to discuss options related to the Certification.

At the March 26 SFCJPA Board meeting, I also offered an update on the Corps of Engineers permit by saying that we are providing the U.S. Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS) additional information produced by SCVWD staff and SFCJPA consultants so that these federal agencies may complete their respective Biological Opinions regarding project impacts on sensitive species. Since the March Board meeting, we have delivered to USFWS and NMFS the required technical materials to support their work, and we are currently in discussions with these agencies.

Since the last Board meeting, we have also delivered additional materials requested by the California Department of Fish and Wildlife, which must provide a permit for construction. The final permit application, to BCDC, will be submitted shortly after our upcoming discussions with USFWS and NMFS.

Construction Management

As I reported at last month's Board meeting, Staff has developed a draft Construction Management Agreement for the project. The purpose of this agreement is to define the roles and responsibilities of the SFCJPA and member agencies during construction. The agreement calls for the SCVWD to be responsible for the advertisement for construction bids, hiring of a construction contractor, management of construction activities, and hiring of the consultants needed to provide inspection, surveys, and testing during construction. In anticipation of this role, and with the SFCJPA project manager participating, the SCVWD recently interviewed potential consultants to manage the eventual construction contractor.

Our review of the draft Construction Management Agreement indicated that additional clarification was needed with regards to change orders. Furthermore, staff from member agencies felt that it may not be necessary for all SFCJPA members to be party to the Agreement since the previously executed Construction Funding Agreement set the decision on construction management to be memorialized by the SFCJPA and SCVWD. We are working now to fine tune the text of the Construction Management Agreement to reflect these issues; I anticipate bringing the final agreement to the SFCJPA Board for approval in May.

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Operations and Maintenance

A key issue that is consistently raised by regulatory permitting agencies is the long-term maintenance of the project features to be constructed, and potential impacts of this maintenance. Our design consultant has prepared a draft Operations and Maintenance Plan, which details the maintenance activities that would be required to ensure performance of the project's construction features. At its November 20, 2014 meeting the SFCJPA Board approved a resolution that delegated operations and maintenance of the project to the SCVWD for features in Santa Clara County, and to the City of East Palo Alto for features in San Mateo County, and memorialized that operations and maintenance activities shall be performed in an equitable manner on both sides of the Creek. An Agreement between SCVWD, East Palo Alto, and SFCJPA to specify the responsibilities of each of those agencies will need to be executed, and the SCVWD has initiated the drafting of this Operations and Maintenance Agreement, which we anticipate will be brought to the SFCJPA Board by June.

**b. Approve the Fiscal Year 2015-16 Operating Budget**

At the February 26, 2015 Board meeting, we first discussed next year's Operating Budget, including a scenario of hiring an additional full-time project manager. At that time, I mentioned that I planned to propose a FY2015-16 Operating Budget that balances expenses and revenues at the March 26 Board meeting. On March 26, I proposed that the Board adopt an FY2015-16 Operating Budget that includes the necessary revenues and associated expenses related to the hiring of a second project manager. At that meeting, in light of the extremely limited funds available for technology and effect that had on our FY2011-12 audit, Board members asked me to propose a budget that adequately funds the costs of running this agency.

Attached to this Executive Director's Report is a document with side by side columns of the approved FY2014-15 Operating Budget, and two scenarios – A and B – for next year's Operating Budget. Scenario B, also included as the final page attached to this Executive Director's Report, contains funding for an additional staff member and serves as my Proposed FY 2015-16 Operating Budget.

This fiscal year, we received \$590,000 in income from Member Agency annual contributions, equaling \$118,000 per agency. The last increase to Member Agency contributions, for the 2013-14 Fiscal Year, raised each contribution by \$10,000. For the current fiscal year, the total of Member Agency contributions is about \$30,000 below our expenses for the year, an amount that will be made up from the administrative costs built into several of the grants we have secured in recent years.

Next year, without any additional staff, we anticipate that the discrepancy between the operating budget and the total of Member Agency contributions will increase to \$110,000, an amount that can also be backfilled by grant administration costs. I anticipate that our grant overhead can sustain us one additional year – through FY2016-17 – without an increase to Member Agency contributions or a substantial operating deficit. At that point, in July of 2017, we would be almost out of grant funds that could be used for operations and looking at a sizeable deficit.

As we discussed at the two previous Board meetings, with these grant overhead funds and a continuation of the current member agency annual contribution of \$118,000, we can maintain for the next year four key efforts: completing permitting and land acquisition for the Bay-Highway 101 project, moving forward with an EIR upstream of Highway 101 and the SAFER Bay project design and EIR, and completing the new early warning system as it is currently scoped. As we also discussed last month, current SFCJPA staff are involved with many additional project efforts, including the Corps of Engineers feasibility study, writing grant proposals, completing inter-agency agreements, coordinating creek maintenance, working with Stanford and other landowners, further enhancing the early warning system, emergency response coordination, and others. And still other items, such as groundwater and interpretive signage, are being requested of us, but cannot be part of our portfolio with current staffing.

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**Agenda Item 5**  
**Executive Director's Report**

The result of having so few staff working with our Member Agencies on so many projects, including large and complex ones, is that none of the projects move forward at the pace and with the attention that we find acceptable. This is why I am asking the Board to support a \$34,000 increase to the annual contribution of each Member Agency, from \$118,000 to \$152,000, beginning July 1, 2015 so that we have funds to cover our technology, legal, consultant, CalPERS needs with existing staff, and the costs associated with an additional project manager, including salary and benefits, and the computer, telecommunication, training and supply costs associated with a new staff member. Without this additional funding and any additional staff, it is only prudent that we limit our project activities to what we are contractually committed to complete and what we can succeed at: namely the four items listed in the first sentence of the preceding paragraph.

At this Board meeting, we'll discuss the budget scenarios outlined last month and discussed above in greater detail, including the role of Member Agency contributions and grant overhead funding, and the pros and cons of each scenario in terms of the progress we should expect to make during the next fiscal year on these project activities. At the end of the discussion, I'll ask the Board to approve a balanced Fiscal Year 2015-16 Operating Budget that we may then send to our Member Agencies for inclusion in their budgets for the next fiscal year.

Proposed Board Action: Approve the Proposed Fiscal Year 2015-16 Operating Budget (attached).

Submitted by:



Len Materman  
Executive Director



**San Francisquito Creek Joint Powers Authority Operating Budget**  
**FY15-16 scenarios with current and additional revenue and staff, compared with FY14-15**

<b>REVENUES</b>	<b>FY14-15 Approved Budget</b>	<b>FY15-16 Budget Scenarios</b>	
Contribution scenarios per member agency: \$118K or \$152K	590,000	590,000	760,000
Grant funding: S.F. Bay-Hwy. 101 project	0	35,000	35,000
Grant funding: SAFER Bay project	3,596	37,500	37,500
Upstream of Highway 101 EIR legal	0	20,000	20,000
Flood Control 2.0	15,000	25,000	25,000
Early Warning System	20,000	0	0
Interest	1,000	1,000	1,000
<b>Total Revenues</b>	<b>\$629,596</b>	<b>\$708,500</b>	<b>\$878,500</b>

<b>EXPENSES</b>		<b>Scenario A</b>	<b>Scenario B</b>
Acct. Field Description		<b>Current Staff</b>	<b>1 Added Staff</b>
<b>Personnel</b>			
1 Executive Director Salary	138,000	138,000	138,000
2 Executive Director Auto Allowance	5,000	5,000	5,000
3 Finance Administrator Salary	78,928	80,250	80,250
4 Project Manager Salary	86,493	92,900	92,900
5 Project Manager Salary	0	0	85,000
6 Salaries Adjustments	0	0	0
7 COLA	0	0	0
8 Employee Benefits	133,000	150,000	200,000
9 Membership Dues for benefits	4,700	4,700	4,700
10 Payroll Administration/fees	1,604	2,100	2,500
11 Employer Taxes	22,000	26,000	32,000
<b>Subtotal Personnel</b>	<b>\$469,725</b>	<b>\$498,950</b>	<b>\$640,350</b>
<b>Contract Services</b>			
12 Legal Counsel	40,000	40,000	45,000
13 Auditor	15,000	15,000	15,000
14 Grant Finance Administrator: Bay-Hwy. 101 project	12,000	29,000	29,000
15 Grant Finance Administrator: SAFER Bay Project	6,000	14,000	14,000
16 Project Consultant	25,000	20,000	40,000
<b>Subtotal Contract Services</b>	<b>\$98,000</b>	<b>\$118,000</b>	<b>\$143,000</b>
<b>Administrative</b>			
17 Computers/Software/Support	3,500	3,000	3,000
18 Meeting Supplies	600	1,200	1,200
19 Travel/Training	3,100	3,500	3,500
20 Office Supplies	1,000	1,000	1,200
21 Telecommunication	2,500	2,000	2,000
22 Postage	150	300	300
23 Printing/Design	350	400	400
24 Website	3,000	3,000	3,000
25 Liability Insurance	4,600	4,600	5,000
26 Office Lease	27,300	32,000	32,000
27 Utilities	6,500	6,500	6,500
28 Office furniture/maintenance	500	500	500
<b>Subtotal Administrative</b>	<b>\$53,100</b>	<b>\$58,000</b>	<b>\$58,600</b>
<b>General contingency</b>			
29 General Contingency	\$0	\$25,000	\$35,000
<b>Total Expenses</b>	<b>\$620,825</b>	<b>\$699,950</b>	<b>\$876,950</b>

**San Francisquito Creek Joint Powers Authority**  
**Proposed Fiscal Year 2015-16 Operating Budget**

**REVENUES**

Contribution per member agency: \$152,000	760,000
Grant funding: S.F. Bay-Hwy. 101 project	35,000
Grant funding: SAFER Bay project	37,500
Upstream of Highway 101 EIR legal	20,000
Flood Control 2.0	25,000
Interest	1,000
<b>Total Revenues</b>	<b>\$878,500</b>

**EXPENSES**

Acct. Description	Amount
<b>Personnel</b>	
1 Executive Director Salary	138,000
2 E.D. Transportation Allowance	5,000
3 Finance & Office Manager Salary	80,250
4 Project Manager Salary	92,900
5 Project Manager Salary	85,000
6 Salaries Adjustments	0
7 COLA	0
8 Employee Benefits	200,000
9 Membership Dues	4,700
10 Payroll Administration/Fees	2,500
11 Employer Taxes	32,000
<b>Subtotal Personnel</b>	<b>\$640,350</b>
<b>Contract Services</b>	
12 Legal Counsel	45,000
13 Auditor	15,000
14 Grant Finance Administrator: Bay-Hwy. 101 project	29,000
15 Grant Finance Administrator:SAFER Bay project	14,000
16 Project Consultants	40,000
<b>Subtotal Contract Services</b>	<b>\$143,000</b>
<b>Administrative</b>	
17 Computers/Software/Support	3,000
18 Meeting Supplies	1,200
19 Travel/Training	3,500
20 Office Supplies	1,200
21 Telecommunication	2,000
22 Postage	300
23 Printing/Design	400
24 Website	3,000
25 Liability Insurance	5,000
26 Office Lease	32,000
27 Utilities	6,500
28 Office furniture/maintenance	500
<b>Subtotal Administrative</b>	<b>\$58,600</b>
<b>General Contingency</b>	
29 General Contingency	35,000
<b>Total Expenses</b>	<b>\$876,950</b>