



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY
SFCJPA.ORG

**Notice of Regular Meeting of the
BOARD OF DIRECTORS
City of East Palo Alto Council Chambers
2415 University Avenue, East Palo Alto, California
May 23, 2019 at 3:30 p.m.**

AGENDA

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVAL OF MEETING MINUTES: April 25, 2019 Regular 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. Consider adopting Resolution 19.5.23 of the Board of Directors, approving the 4th Amendment to the Employment Agreement with the Executive Director and amending the Fiscal Year 2018-19 SFCJPA Salary Schedule
 - b. Consider adopting the Fiscal Year 2019-20 SFCJPA Salary Schedule
 - c. Upstream of Highway 101 project update
 - d. Discuss the new San Mateo County Flood and Sea Level Rise Resiliency District
6. BOARD MEMBER COMMENTS – *Non-agendized requests or announcements; no action may be taken.*
7. ADJOURNMENT

PLEASE NOTE: This Board meeting Agenda and supporting documents related to items on the Agenda can be viewed online by 3:30 p.m. on May 20, 2019 at sfcjpa.org -- click on the “Meetings” tab near the top.

NEXT MEETING: Regular Board meeting, June 27, 2019 at 3:30 PM, City of Palo Alto Council Chambers

San Francisquito Creek Joint Powers Authority
May 23, 2019 Regular Meeting of the Board
Agenda Item 3
April 25, 2019 Board Meeting Minutes

Director Kremen called the meeting to order at 2:35 p.m. at the City of Menlo Park Council Chambers, Menlo Park, California.

DRAFT

1) ROLL CALL

Members Present: Director Kremen, Santa Clara Valley Water District (Valley Water)
Director Abrica, City of East Palo Alto
Director Combs, City of Menlo Park
Director Pine, San Mateo County Flood Control District (SMCFCD)

Members Absent: Liz Kniss, City of Palo Alto

Alternates Present: Director Cormack, City of Palo Alto

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

Legal Counsel Present: Tricia Ortiz

Others Present: City of Menlo Park: Mayor Pro Tem Cecilia Taylor, Starla Robinson, Justin Murphy, Chris Lamm, Fariborz Heydari; City of East Palo Alto: Kamal Fallaha; City of Palo Alto: Michel Jeremias; SMCFCD: Ann Stillman; Valley Water: Saeid Hosseini, Alec Nicholas; Jerry Hearn, Portola Valley Resident; Trish Mulvey, Palo Alto Resident; Dennis Parker, East Palo Alto resident

2) APPROVAL OF AGENDA

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

3) APPROVAL OF BOARD MEETING MINUTES: FEBRUARY 28, 2019 REGULAR BOARD MEETING

Director Combs made a motion to approve the February 28, 2019 Regular Board meeting minutes. Director Cormack seconded. February 28, 2019 Regular Board meeting minutes approved 4-0. Director Abrica not present at time of approval. Director Kniss not present.

4) PUBLIC COMMENT

None.

5) REGULAR BUSINESS

Fiscal Year 2019-20 Operating Budget: discuss and approve proposed Operating Budget

Mr. Materman provided the Board with a brief outlook of the estimated 2018-19 fiscal year end expenses and the proposed Fiscal Year 2019-20 Operating Budget. Mr. Materman stated we are not requesting an increase in member agency contributions next fiscal year and explained that the SFCJPA does not produce an annual CIP, but estimated our FY2019-20 capital projects budget will equal \$6 million. Mr. Materman noted this budget was presented to Finance Committee members Directors Pine and Kniss, as well as Director Cormack.

Director Cormack stated that she was pleased with the budget and budget presentation.

Director Pine asked for clarification on employee cash out payments. Mr. Materman explained employees may request a cash out up to 120 hours per fiscal year. Director Pine commented that he hopes staff is taking their time off as well.

San Francisquito Creek Joint Powers Authority
May 23, 2019 Regular Meeting of the Board
Agenda Item 3
April 25, 2019 Board Meeting Minutes

Director Kremen asked why public outreach was not a separate item in the draft budget as the Board has recently spoken about the importance of outreach. Mr. Materman replied saying that the SFCJPA has not had public outreach as a separate line item because we receive a great deal of outreach support from the SCVWD and cities, that the scope of work of our project consultants usually includes outreach, and that the Project Consultant line item can provide funds in the 2019-20 for outreach.

Director Pine made a motion to approve the Fiscal Year 2019-2020 Operating Budget. Director Kremen seconded. The Fiscal Year 2019-2020 Operating Budget was approved 4-0. Director Abrica was not present at the time of approval. Director Kniss was not present.

Upstream of Highway 101 project: discuss Draft Environmental Impact Report released on April 22, 2019 for public comment through June 19, 2019

Mr. Materman provided a brief synopsis of the upstream of Highway 101 Draft EIR, noting that it included 17 alternatives including a No Project alternative and that it is 855 pages including appendices. Mr. Materman noted that SFCJPA will host public hearings on Thursday May 23 at the Laurel School upper campus in Menlo Park; Wednesday May 29 at the City of East Palo Alto City Hall building, and on Wednesday June 5 at the Palo Alto Art Center auditorium.

Director Pine asked about the financing for the upstream project. Mr. Materman replied that the SFCJPA is receiving and or applying for grants from CalOES and FEMA, in addition to funds from the SCVWD. Mr. Materman spoke about the Army Corps and its ongoing Study, and that the SFCJPA and the Corps are exploring a different federal funding program called the CAP 205, which offers up to \$10 million. Mr. Materman also spoke about the SFCJPA seeking \$3 million from Proposition 1 through the Integrated Regional Water Management (IRWM) program.

Director Pine asked staff to agendize an in-depth funding discussion for the upstream project soon. Director Kremen directed staff to keep the funding discussion agendized as a standard agenda item. Director Cormack commented that showing the Board probabilities [for each potential funding source] would be very helpful. Director Combs asked if we have the numbers of how many copies of the DEIR have been downloaded and or requested. Mr. Materman responded that there have been a few requests for the document through email.

Jim Wiley, Menlo Park resident, congratulated the Board and staff for getting the DEIR out. Mr. Wiley commented that the 855 page document is intimidating and he requested that the slides Mr. Materman presented in today's meeting, which contain a great summary of the DEIR and could be helpful to members of the public, be made available on the SFCJPA website. Director Kremen directed staff to start publishing the PowerPoint presentations on the SFCJPA website.

Director Abrica arrived at 3:15 pm.

SAFER Bay project: Authorize the Executive Director to execute Task Order No. 3 within the project's Master Service Agreement with HDR, Inc. to conduct the environmental and design work necessary to complete 30% design of the project features between San Francisquito Creek and the north end of Tara Street in East Palo Alto and between former Salt Pond R2 and Highway 84/PG&E's Ravenswood Electrical Substation

Mr. Materman asked the Board for authorization to execute Task Order No. 3 within the project's Master Service Agreement with HDR, Inc. to conduct the environmental and design work necessary to complete 30% design of the project features between San Francisquito Creek and the north end of Tara Street in East Palo Alto and between former Salt Pond R2 and Highway 84/PG&E's Ravenswood Electrical Substation.

San Francisquito Creek Joint Powers Authority
May 23, 2019 Regular Meeting of the Board
Agenda Item 3
April 25, 2019 Board Meeting Minutes

Director Abrica expressed how glad he was to see that we are moving forward and not forgetting about the Bay and that he was glad that there was a reduction in the cost.

Kamal Fallahal, City of East Palo Alto Public Works Director, thanked Mr. Materman and SFCJPA staff for getting the CalOES grant. Mr. Fallahal stated that this is a very big deal for the City of East Palo Alto to be able to keep residents protected and he expressed his appreciation to the SFCJPA for moving forward with Bay tidal flooding and Sea Level rise protections.

Director Kremen expressed his concerns that the contract was signed in November 2013 and the Board is being presented with a task order in April 2019, and that the SFCJPA needs to have a discussion of its procurement policies. Director Kremen also expressed his concerns on continuing to work with HDR as HDR was the consultant of record associated with the very difficult soil issues on the Bay-Highway 101 project. Director Abrica concurred with Director Kremen regarding the need to have a discussion of the agency's procurement policies. Director Abrica commented on the importance of keeping a close oversight on our consultant's work so we do not run into issues like we may have had previously.

Trish Ortiz, SFCJPA legal representative informed the Board that the master service agreement gives the Board the ability to cancel the contract within five days with no cause.

Director Cormack asked for the total cost of Task Orders 1 and 2. Mr. Materman replied that Task Order 2, on the Palo Alto side was \$500,000, and Task Order 1 was \$560,000. Director Cormack commented that we need to consider when or if there is a logical time and a point to switch consultants.

Director Kremen stated that the Board needs to have a robust conversation before the next task order for this project. Director Combs requested staff to provide examples of projects that have changed consultants in between task orders. Director Combs also requested staff to show the value of the change saying that we need examples of why we should continue with the current consultant or why we should change consultants.

Director Abrica made a motion to authorize the Executive Director to execute Task Order No. 3 within the project's Master Service Agreement with HDR, Inc. to conduct the environmental and design work necessary to complete 30% design of the project features between San Francisquito Creek and the north end of Tara Street in East Palo Alto and between former Salt Pond R2 and Highway 84/PG&E's Ravenswood Electrical Substation. Director Pine seconded.

Motion to approve to authorize the Executive Director to execute Task Order No. 3 within the project's Master Service Agreement with HDR, Inc. to conduct the environmental and design work necessary to complete 30% design of the project features between San Francisquito Creek and the north end of Tara Street in East Palo Alto and between former Salt Pond R2 and Highway 84/PG&E's Ravenswood Electrical Substation approved 3-0-1. Director Kremen abstained. Director Kniss not present.

6) BOARD MEMBER COMMENTS: Non-agendized requests or announcements; no action may be taken

Director Pine congratulated staff on receiving the latest grants. Director Kremen congratulated the City of Palo Alto staff on the successful trails ribbon cutting ceremony and Earth Day Great Race for Saving Water on April 13. Director Cormack also commented on the success of the event and on the successful completion of the Bay-Highway 101 project highlighted at the Earth Day event.

San Francisquito Creek Joint Powers Authority
May 23, 2019 Regular Meeting of the Board
Agenda Item 3
April 25, 2019 Board Meeting Minutes

7) **CLOSED SESSION: Performance Evaluation of Executive Director pursuant to Government Code Section 54957.6**

Adjourned to close session at 3:50 pm

8) **CLOSED SESSION: Conference with Labor Negotiators pursuant to Government Code Section 54957.6 SFCJPA Designated Representatives: Ruben Abrica & Drew Combs, Unrepresented Employee: Executive Director**

Adjourned to second closed session at 4:47 pm.

Board re-opened the regular meeting at 5:21 pm. Director Pine stated that there was no reportable action taken.

Director Cormack made a motion to adjourn the April 25, 2019 meeting of the Board. Director combs seconded. Motion to adjourn the April 25, 2019 meeting of the Board approved 4-0. Director Kniss not present.

9) **ADJOURNMENT**

Meeting adjourned at 5:22 pm.

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

San Francisquito Creek Joint Powers Authority
May 23, 2019 Board Meeting
Agenda Item 5
Executive Director's Report

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

a. Consider adopting Resolution 19.5.23 of the Board of Directors, approving the 4th Amendment to the Employment Agreement with the Executive Director and amending the Fiscal Year 2018-19 SFCJPA Salary Schedule

At the last SFCJPA Board meeting on April 25, 2019, the Board held closed session discussions related to my performance evaluation and labor negotiations. Based on those closed session discussions, SFCJPA Assistant General Counsel Trisha Ortiz drafted the enclosed documents for this agenda item:

- a Memorandum to the Board of Directors outlining a change to my Employment Agreement in the form of 4.75% salary increase during the current 2018-19 fiscal year; and to implement that change,
- a draft Resolution (Number 19.5.23), which has attached to it the Fourth Amendment to my July 1, 2014 Amended and Restated Employment Agreement and an amended FY2018-19 SFCJPA Salary Schedule as required by the California Public Employees Retirement System (CalPERS).

Proposed Board action: Approve the enclosed Resolution Number 19.5.23, which approves the Fourth Amendment to the July 1, 2014 Amended and Restated Employment Agreement with the Executive Director and amends the SFCJPA Fiscal Year 2018-19 Salary Schedule.

b. Consider adopting the Fiscal Year 2019-20 SFCJPA Salary Schedule

At the last SFCJPA Board meeting on April 25, 2019, the Board also approved the Fiscal Year 2019-20 Operating Budget, which includes a 5% increase to the salaries of the SFCJPA Senior Project Manager Kevin Murray, Project Manager Tess Byler, and Finance and Administration Manager Miyko Harris-Parker. This increase will become effective on July 1, 2019, the first day of the upcoming fiscal year. The proposed 2019-20 Salary Schedule incorporates both the salary increase for me in the previous agenda item and the salary increase for my staff included within the approved 2019-20 budget, as required by CalPERS.

Proposed Board action: Adopt the enclosed Fiscal Year 2019-20 SFCJPA Salary Schedule.

c. Upstream of Highway 101 project update

As discussed at last month's Board meeting, on April 22 the Draft Environmental Impact Report for this project was released for public comment through June 19. During this two-month period, we are hosting public hearings in each of our three cities to provide an overview of the proposed project and receive comments on the Draft EIR. The hearings are scheduled from 7:00-8:30 pm on the following dates:

- Thursday, May 23, 2019 Menlo Park's Laurel School Upper Campus Atrium, 275 Elliott Drive
- Wednesday, May 29, 2019 East Palo Alto City Hall Community Room, 2415 University Avenue
- Wednesday, June 5, 2019 Palo Alto Art Center Auditorium, 1313 Newell Road

These meetings are being advertised in local media; via mass e-mails, social media, and websites of the cities and Valley Water; through over 13,000 postcards mailed to property owners and renters; and at the May 21st Menlo Park and East Palo Alto City Council meetings where I will give presentations.

The Draft EIR, available at sfcjpa.org and local libraries, is a program level evaluation of alternatives to provide flood protection, ecosystem restoration and recreation between Highway 101 and the Pope-Chaucer Bridge by either containing water in the creek through the floodplain area, detaining water upstream during a storm before it reaches the floodplain area, or bypassing water around floodplain area. It also includes a more detailed project level evaluation of alternatives between Highway 101 and the Pope-Chaucer Bridge to enable permit applications and the commencement of construction in that reach of creek.

Our preferred alternative consists of replacing the Pope Chaucer Bridge to increase flow capacity there and widening the channel in specific areas downstream of the bridge to contain that increased flow. With our S.F. Bay-Highway 101 project downstream completed, the objective of the Upstream of Highway 101 project is to contain within the channel from the Pope-Chaucer Bridge to San Francisco Bay a flow resulting from an

San Francisquito Creek Joint Powers Authority
May 23, 2019 Board Meeting
Agenda Item 5
Executive Director's Report

event similar to the 1998 flood of record. Widening would occur through the removal of creek bank at the sites of aging concrete structures and replacing it with vegetated sloped banks where possible, and with soil nail walls where top of bank structures or property limit our ability to grade the bank.

Our preferred alternative includes pools and riffles for fish refugia, as well as watershed improvements like invasive species removal and riparian enhancements. In areas where rock must be placed in the channel to protect the new Pope-Chaucer Bridge or new soil nail walls, appropriate native plantings will increase habitat and reduce aesthetic impacts. The preferred project has also identified two potential sites in East Palo Alto where small creek side parks could be built as part of the project. The Draft EIR concludes that – other than temporary construction impacts to air quality and noise that are significant and unavoidable – the preferred project's temporary, permanent, and cumulative impacts would be less than significant with the implementation of precautions and/or mitigations.

Written comments on the Draft EIR can be submitted until June 19, 2019 to: comments@sfcjpa.org. Then, based on public input, we will improve the document so that the SFCJPA Board of Directors can consider a Final EIR in the fall of this year.

We continue to pursue construction funding, including a pre-proposal due June 3 for a Proposition 1 grant from the State Department of Water Resources. We have been told we have been awarded \$3 million from FEMA's Hazard Mitigation Grant Program and we are waitlisted for an additional \$5 million through that program. To supplement grant opportunities and Valley Water funds already committed, SFCJPA and Valley Water staff are examining options for Corps of Engineers funding that does not require Congressional authorization. I will give an update on the status of funding at the Board meeting.

Finalizing the EIR, and securing the necessary permits, land easements, and funding required to construct the project, is the primary focus of SFCJPA activities through the rest of this year so that we may begin construction as soon as possible and no later than the spring of 2021.

d. Discuss the new San Mateo County Flood and Sea Level Rise Resiliency District

In 2017, the City/County Association of Governments (C/CAG) in San Mateo County established a Water Coordination Committee chaired by Dave Pine to address countywide flooding, stormwater, and sea level rise issues. Since then, with input from the County and a staff advisory group I served on, the Committee developed a proposal for a new agency to replace the San Mateo County Flood Control District.

Amendments to the 1959 San Mateo Flood Control District Act now making their way through the State legislature will change that agency to the San Mateo County Flood and Sea Level Rise Resiliency District on January 1, 2020. Its governance will change from the County Board of Supervisors to a seven-member board consisting of two County Supervisors and five elected officials from cities throughout the County appointed by C/CAG. The proposed legislation updates the District's financing authorities to reflect current regulations and restrictions, and enables it to design, permit and implement projects to address sea level rise, fluvial flooding, coastal erosion, and regional stormwater improvements.

District activities will initially focus on continuing the current zone-based flood control activities in three areas of the County, including San Francisquito Creek; continuing the County's Flood Resilience Program with the seven cities under three memoranda of understanding; developing an investment strategy to define the projects eligible for funding and potential funding sources; and community outreach.

In January of this year, the C/CAG Board of Directors and County Board of Supervisors endorsed the proposal. To date, 19 of the 20 cities in the County have endorsed the proposal and committed resources for three years (action by the final city is expected May 20). At this SFCJPA Board meeting, the consultant leading the development of the Flood and Sea Level Rise Resiliency District will discuss the new effort.

Submitted by:


Len Materman
Executive Director

Agenda Item 5.a.

Memo from SFCJPA legal counsel
to the Board outlining the change to the
Executive Director Employment Agreement
as discussed by the Board

Draft Resolution 19.5.23 implementing that change

Fourth Amendment to the July 1, 2014
Amended and Restated Employment Agreement

Amended FY2018-19 Salary Schedule for the Authority

M E M O R A N D U M

MEETING DATE: May 23, 2019

TO: Board of Directors
San Francisco Creek Joint Powers Authority

FROM: Trisha Ortiz, Assistant General Counsel

SUBJECT: Amendment to Amended and Restated Executive Director Employment Agreement

Summary

An amendment to the Executive Director's employment agreement is presented for Board consideration and approval. This amendment follows the Board's recent evaluation of the Executive Director's performance. It includes a 4.75% salary increase to an annual salary of \$180,405 for Board consideration.

Discussion

Len Materman has been the Authority's Executive Director since August 11, 2008. The Board evaluates the performance of the Executive Director annually and may adjust his salary in connection with the review process. Following an evaluation completed last month, the Board indicated an interest in considering an increase to the Executive Director's annual salary.

The attached resolution approves the amendment to the Executive Director's employment agreement with a 4.75% increase in salary, effective as of July 1, 2018. It also updates the Authority's salary schedule, as required by the California Public Employees' Retirement System (CalPERS).

Attachments: Resolution Approving Contract Amendment & 2018-19 Fiscal Year Salary Schedule
Fourth Amendment to Amended and Restated Employment Agreement

DRAFT



SAN FRANCISQUITO CREEK
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RESOLUTION NUMBER 19.5.23

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY
APPROVING THE FOURTH AMENDMENT TO THE AMENDED AND RESTATED
EMPLOYMENT AGREEMENT WITH THE EXECUTIVE DIRECTOR AND AMENDING
THE SALARY SCHEDULE**

WHEREAS, the Board of Directors of the San Francisquito Creek Joint Powers Authority has conducted a review of the compensation and performance of the Executive Director and desires to implement a 4.75% annual salary increase;

WHEREAS, the Board of Directors of the San Francisquito Creek Joint Powers Authority desires to amend the employment agreement with the Executive Director to incorporate the salary increase noted above;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Francisquito Creek Joint Powers Authority:

1. Approves the Fourth Amendment to the Amended and Restated Employment Agreement dated as of July 1, 2018, as attached to this resolution.
2. Amends the Fiscal Year 2018-19 Salary Schedule for the San Francisquito Creek Joint Powers Authority to include the increased and approved annual salary for the Executive Director, effective July 1, 2018, as attached to this resolution.

Approved and adopted the 23rd day of May 2019.

I the undersigned, hereby certify that the foregoing Resolution Number 19.5.23 was duly adopted by the Board of Directors of the San Francisquito Creek Joint Powers Authority.

INTRODUCED AND PASSED:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Director

Date: 5/23/19

APPROVED:

Chairperson

Date: 5/23/19

APPROVED AS TO FORM:



Legal Counsel

Date: 5/20/19

DRAFT

FOURTH AMENDMENT TO
AMENDED AND RESTATED EMPLOYMENT AGREEMENT

This FOURTH AMENDMENT to the AMENDED AND RESTATED EMPLOYMENT AGREEMENT (“Amended and Restated Agreement”), dated July 1, 2014, between the SAN FRANCISQUITO CREEK JOINT POWERS AUTHORITY (“JPA”) and LEN MATERMAN, an individual (“EMPLOYEE”), is dated as of July 1, 2018. JPA and EMPLOYEE are sometimes collectively referred to herein as the “PARTIES.”

RECITALS

This Amendment is entered into on the basis of the following facts, understandings and intentions of the PARTIES:

- A. JPA and EMPLOYEE entered into the Amended and Restated Agreement on July 1, 2014.
- B. Since its approval, the Amended and Restated Agreement has been amended three times.
- C. Based on the results of its most recent performance evaluation and exercising its discretion under Section 6 of the Agreement, the Board desires to grant EMPLOYEE a salary increase and adopt this Fourth Amendment to the Amended and Restated Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing Recitals and mutual promises and conditions in the Amended and Restated Agreement and this Amendment, it is agreed as follows:

Section 1. Incorporation of Recitals. The foregoing Recitals, and each of them, are incorporated herein as though set forth in full.

Section 2. Paragraph 5 (Salary) of the Agreement is amended to read as follows:

“5. Salary. Effective July 1, 2018, JPA shall pay EMPLOYEE an annual salary of \$180,405.00 (One Hundred Eighty Thousand, Four Hundred and Five Dollars), prorated and paid on JPA’s normal paydays, subject to legally permissible or required deductions. EMPLOYEE’s salary is compensation for all hours worked and for all services under this Agreement. EMPLOYEE shall be exempt from overtime pay provisions of California law (if any) and federal law. EMPLOYEE’s salary may be adjusted periodically to reflect cost of living increases pursuant to Paragraph 7h, and merit increases pursuant to Paragraph 6.”

Section 3. Except as expressly modified by this Amendment, all provisions of the Amended and Restated Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the PARTIES have executed this Agreement to be effective as provided above.

Chair, Board of Directors
San Francisquito Creek Joint Powers Authority

Len Materman

DATE: _____

DATE: _____



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

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Proposed Amended Fiscal Year 2018-19 Salary Schedule

(Earlier version approved May 24, 2018)

<u>Position</u>	<u>Annual Salary</u>
Executive Director	\$180,405
Senior Project Manager	\$117,600
Project Manager	\$105,000
Finance & Administration Manager	\$101,588



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

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Agenda item 5.b.

Proposed Fiscal Year 2019-20 Salary Schedule

<u>Position</u>	<u>Annual Salary</u>
Executive Director	\$180,405
Senior Project Manager	\$123,480
Project Manager	\$110,250
Finance & Administration Manager	\$106,668