



Regular Meeting of the Board of Directors
September 22, 2011
6:30 pm – 8:30 pm
Location: RCD Office

1. Call to Order
2. Introduction of Guests and Staff
3. Public Comment- The Board will hear comments on items that are not on the agenda where the Board has jurisdiction. Comments are limited to three minutes per person. The Board cannot take action on an item unless it is an emergency as defined under Government code Sec. 54954.2.
4. Approval of Agenda
5. Consent Agenda 5.1. June 16, 2011 Draft Regular Meeting Minutes 5.2. June 29, 2011 Draft Special Meeting Minutes 5.3. June 2011 Draft Financial Statement 5.4. July 2011 Draft Financial Statement 5.5. August 2011 Draft Financial Statement
6. Discussion Items 6.1. Executive Director Update <ul style="list-style-type: none"> • Biochar Field Trials • Integrated Watershed Restoration Program (IWRP) • Livestock & Land Program • Memorial Park Fish Passage • Pescadero Marsh Survey • Weed Abatement Projects • First Flush • Pescadero grants
7. Action Items 7.1. Recommend Board approval of FY 2012 Budget
8. Adjourn The next Regular Meeting of the Board of Directors will be October 20, 2011.

Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the San Mateo RCD office, located at the address above, for the purpose of making those public records available for inspection.

SAN MATEO COUNTY RESOURCE
CONSERVATION DISTRICT
VOLUNTARY SIGN IN SHEET

DATE OF MEETING: September 22, 2011

<u>NAME</u>	<u>EMAIL</u>
1. <u>Rody Stow</u>	<u>rsbranco@aol.com</u>
2. <u>Kellyn Nelson</u>	
3. <u>Chelsea Moller</u>	
4. <u>RICH ALLEN</u>	
5. <u>Gene Molava</u>	
6. <u>TJ Blanthorn</u>	
7. <u>VIM REYNOLDS</u>	
8. <u>Ron Sturgen</u>	
9. _____	
10. _____	
11. _____	
12. _____	
13. _____	
14. _____	
15. _____	
16. _____	

Signing, registering, or completion of this document is voluntary, and all persons may attend the meeting regardless of whether a person signs, registers, or completes this document

Minutes of the Regular Meeting of the Board of Directors**June 16, 2011****Time 6:30-8:30****Location: RCD Office**Directors present: Rich Allen, TJ Glauthier, Jim Reynolds, Neal KramerStaff present: RCD- Kellyx Nelson, Renee Moldovan, Alyssa Hernandez (AmeriCorps intern), Chelsea Moller

NRCS- Jim Howard

Guests: Susie Bennett, Tim Frahm**1 Call to Order**

- Glauthier called the meeting to order at 6:30 p.m.

2 Introduction of Guests and Staff.

- Nelson introduced Moller to the board of directors.

3 Public Comment.

- No public comment.

4 Approval of Agenda

- Nelson requested that the Action Items be moved before the Discussion Items due to time constraints resulting from Director's schedule.
- Glauthier moved to amend agenda, Kramer seconded. Agenda amended unanimously.
- Glauthier moved to approve and Reynolds seconded. Agenda approved unanimously.

5 Consent Agenda

- Glauthier moved to approve and Reynolds seconded. Consent agenda approved unanimously.

6 Action Items

6.1 Resolution 2011-4: Approval to Enter into an Agreement with the California Department of Fish and Game for a Fisheries Restoration Grant for the San Gregorio Watershed Enhancement Program. Board will consider entering into agreement for a \$245,550 grant to implement the San Gregorio Watershed Enhancement Program.

- Kellyx stated that there are three funders at this time.
- Allen asked who the Project Director and Project Manager are for this project. Nelson stated that she is Project Director and Moller is the Project Manager.

Glauthier moved to approve, Kramer seconded. Resolution passed unanimously.

6.2 Resolution 2011-5: Approval to Enter into an Agreement with Caltrans for the Cloverdale Ranch Pond Restoration Project. Board will consider entering into agreement to implement a \$575,000

project to mitigate offsite for impacts by Caltrans to habitat for the San Francisco garter snake and California red-legged frog.

- Nelson mentioned that Frahm had done survey work on the Cloverdale property, which has been discussed at previous Board meetings.

Glauthier moved to approve, Reynolds seconded. Resolution passed unanimously.

6.3 Resolution 2011-6: Approval to Enter into a Memorandum of Understanding with the County of San Mateo Regarding Implementation of the James A. Fitzgerald Area of Special Biological Significance Pollution Reduction Program. Board will consider entering into agreement to assist the County with implementing targeted upland Best Management Practices (BMPs), water quality monitoring, and education and outreach within the James V. Fitzgerald ASBA watershed.

- Nelson explained that the RCD is subcontractor to the county because the Water Board has an agreement directly with the county.

Glauthier moved to approve, Reynolds seconded. Resolution passed unanimously.

7 Discussion Items

7.1.1 Office Space

- The RCD has rented out two more offices in the same building at low cost. This space will provide Jim Kjelgaard with a private office as well as a secondary meeting place to accommodate the needs of the increased levels of staff. The space also provides storage room for the RCD and NRCS.

7.1.2 Executive Director Update

7.1.2.1 Completion of “Improving Water Quality in Coastal San Mateo County Watersheds” project

- Nelson stated that after six long years this project is finally complete for a total grant cost was \$1,010,615.
- Moldovan advised that the RCD has one last invoice still pending.

7.1.2.2 Completion of “Green Jobs Corps” project

- Nelson discussed the completion of Green Jobs Corps and stated that the final document from this project is complete.
- Courses conducted within this project included:
 - 5 days of instruction in an Environmental Field Studies class at Pescadero High School.
 - 2 sessions of instruction at Camp Glenwood
 - 3 days of instruction at Puente de la Sur
 - 2 days of instruction in a Wilderness Survival Workshop at Camp Glenwood
 - 1 day of instruction in a GPS Skills Workshop at Puente de la Sure
 - Job Fair at Pescadero High School with all RCD staff

7.1.2.3 Coordination among Pillar Point Harbor Projects

- Nelson advised that the Army Corps had conducted their own circulation study, raising concerns that their study was redundant with the RCD’s study. However, after discussion it was determined that the Army Corps study was to develop circulation models, whereas the RCD focused on actual data collection. The two studies complement each other well, and the RCD and Army Corps will continue to coordinate to avoid redundancy in the future.

7.1.2.4 CRAE White Paper

7.1.2.5 Status of weed abatement projects on private lands

- The RCD has received an additional \$10,000 from the Bay Area Early Detection Network towards the completion of this project.

7.1.2.6 Status of funding to create Pescadero Watershed Council and designs to address flooding

7.1.3 Nelson amended the agenda to announce that she will do an IWRP presentation at the next regular Board meeting.

8 **Adjourn**

- Meeting was adjourned by Glauthier at 8:12 p.m.

Minutes of the Special Meeting of the Board of Directors
June 29, 2011
Location: RCD Office

Directors Present: Jim Reynolds, Roxy Stone, TJ Glauthier

Staff Present: RCD-Kellyx Nelson, Renee Moldovan

NRCS-Jim Howard

Guests: Hal Feeney, Ron Sturgeon

1. Call to Order:

- TJ called the meeting to order at 4:06 p.m.

2. Introduction of Guests, Committee, and Staff:

- Kellyx introduced Hal Feeney and advised board that he is a landowner in the San Gregorio watershed.

3. Public Comment:

- None

4. Approval of Agenda:

- Kellyx asked to have the budget removed from the agenda, and to be rescheduled for the July meeting, assuming the directors would be present and not on vacation.
 - a. Jim Reynolds motioned to approve and Roxy Stone seconded.

5. Action Items:

5.1 Board Approval for Grading Exemption. Board will consider approval of a Grading Permit Exemption for Hal Feeney's proposal to improve access roads on his property in the San Gregorio watershed. This project is approved by NRCS and meets all of their standards and specifications.

- Kellyx introduced Hal's project. Hal then began PowerPoint.
 - a. Project: Erosion control by relocation of road and relocation of access road.
 - b. Addressed easement road
 - c. Currently inbound ditch with 15% to 20% slope. Goal is to be outbound by 20% maximum. Expect to hold 15% grade for entirety of new road.
 - d. Evacuation will be 1568 (300 cubic yards less than what is on grading exemption application).
 - e. Design element were introduced by Hal:
 - i. Out-sloping 4%
 - ii. No ditches or culverts
 - iii. Gravel surface with compaction testing
 - iv. Water bars on steeper sections as needed
 - v. Turnouts as needed
 - vi. Removal of old segments and field restoration
 - vii. Erosion control: seeding and straw mulch

- f. How is county going to require turnouts on only a partial area of the road?
 - i. Turnouts are required, but not for this road repair. Turnouts required for other things, not associated with this repair.
- g. Benefits
 - i. Realignment
 - ii. Reduces rainwater run-off

- Kellyx recommended the board approve.

Jim Reynolds motioned to approve and Roxy Stone seconded.

6. ADJOURN:

The meeting was adjourned at 4:47 p.m.

San Mateo County Resource Conservation District
Profit & Loss
 July 2010 through June 2011

	Jul '10 - Jun 11
Ordinary Income/Expense	
Income	
4010 · Contracts/Grants	335,173.63
4030 · Interest Income	157.78
4100 · Misc. Income	216.00
4200 · Property Tax Revenue	53,455.96
4300 · Service Fees	29,123.65
Total Income	418,127.02
Expense	
5000 · Personnel	
5010 · Salary	170,335.91
5030 · Salary Tax Expense	14,370.63
5020 · Salary Service Fees	1,007.85
5040 · Benefits	11,078.51
5000 · Personnel - Other	7,500.00
Total 5000 · Personnel	204,292.90
6000 · Accounting Services	6,817.50
6020 · Bank Fees	811.55
6060 · Computer Service	914.99
6070 · Communications	
6075 · Internet	943.65
6080 · Telephone	2,077.32
Total 6070 · Communications	3,020.97
6090 · Consultant	400.00
6200 · Discretionary	1,273.39
6300 · Equipment & Furniture	891.74
6400 · Insurance-Liability	3,054.97
6500 · Membership, Dues & Subscription	353.00
6550 · Mileage	741.39
6650 · Postage and Delivery	8.80
6750 · Professional Development	901.01
6800 · Public Relations	73.10
6850 · Rent	11,100.00
6900 · Supplies	437.89
6950 · Travel/Accomodations	236.41
7500 · Program Expense	216,544.44
Total Expense	451,874.05
Net Ordinary Income	-33,747.03
Net Income	-33,747.03

12:34 PM
09/13/11
Accrual Basis

San Mateo County Resource Conservation District
Balance Sheet
As of June 30, 2011

	<u>Jun 30, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD 8123985	31,780.22
1004 · Checking Restricted 8121907	53,384.20
1008 · Checking SEP 8129517 (SEP and CalTrans)	4,368.98
Total Checking/Savings	<u>89,533.40</u>
Accounts Receivable	
1110 · Contracts Receivable	117,587.90
Total Accounts Receivable	<u>117,587.90</u>
Total Current Assets	207,121.30
Other Assets	
1600 · Long-Term Receivables	1,142,775.95
1610 · Security Deposits	1,300.00
Total Other Assets	<u>1,144,075.95</u>
TOTAL ASSETS	<u>1,351,197.25</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	99,699.26
Total Accounts Payable	<u>99,699.26</u>
Other Current Liabilities	
2100 · Payroll Taxes Payable	3,640.81
2150 · Compensated absences payable (Sick/Vaca Carryover)	12,269.00
2200 · Deferred Revenue	41,283.00
2250 · Potential Revenue	1,142,775.95
Total Other Current Liabilities	<u>1,199,968.76</u>
Total Current Liabilities	<u>1,299,668.02</u>
Total Liabilities	1,299,668.02
Equity	
3900 · Retained Earnings	85,276.26
Net Income	-33,747.03
Total Equity	<u>51,529.23</u>
TOTAL LIABILITIES & EQUITY	<u>1,351,197.25</u>

12:39 PM

09/13/11

Accrual Basis

San Mateo County Resource Conservation District
Profit & Loss
July 2011

	<u>Jul 11</u>
Ordinary Income/Expense	
Income	
4010 · Contracts/Grants	37,375.28
4030 · Interest Income	20.28
4200 · Property Tax Revenue	915.54
	<hr/>
Total Income	38,311.10
Expense	
5000 · Personnel	
5010 · Salary	16,935.44
5030 · Salary Tax Expense	1,304.85
5020 · Salary Service Fees	157.08
5040 · Benefits	312.00
	<hr/>
Total 5000 · Personnel	18,709.37
6060 · Computer Service	2,005.00
6070 · Communications	
6080 · Telephone	78.59
	<hr/>
Total 6070 · Communications	78.59
6850 · Rent	1,200.00
7500 · Program Expense	9,298.39
	<hr/>
Total Expense	31,291.35
	<hr/>
Net Ordinary Income	7,019.75
	<hr/>
Net Income	<u><u>7,019.75</u></u>

12:43 PM

09/13/11

Accrual Basis

San Mateo County Resource Conservation District
Balance Sheet
As of July 31, 2011

	<u>Jul 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD 8123985	30,090.73
1004 · Checking Restricted 8121907	53,401.17
1008 · Checking SEP 8129517 (SEP and CalTrans)	4,368.98
Total Checking/Savings	<u>87,860.88</u>
Accounts Receivable	
1110 · Contracts Receivable	134,105.15
Total Accounts Receivable	<u>134,105.15</u>
Total Current Assets	221,966.03
Other Assets	
1600 · Long-Term Receivables	1,142,775.95
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	1,809.97
Total Other Assets	<u>1,145,885.92</u>
TOTAL ASSETS	<u>1,367,851.95</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	110,136.23
Total Accounts Payable	<u>110,136.23</u>
Other Current Liabilities	
2100 · Payroll Taxes Payable	2,838.79
2150 · Compensated absences payable (Sick/Vaca Carryover)	12,269.00
2200 · Deferred Revenue	41,283.00
2250 · Potential Revenue	1,142,775.95
Total Other Current Liabilities	<u>1,199,166.74</u>
Total Current Liabilities	<u>1,309,302.97</u>
Total Liabilities	1,309,302.97
Equity	
3900 · Retained Earnings	51,529.23
Net Income	7,019.75
Total Equity	<u>58,548.98</u>
TOTAL LIABILITIES & EQUITY	<u>1,367,851.95</u>

San Mateo County Resource Conservation District
Profit & Loss
August 2011

	<u>Aug 11</u>
Ordinary Income/Expense	
Income	
4010 · Contracts/Grants	30,062.24
4030 · Interest Income	20.72
	<hr/>
Total Income	30,082.96
Expense	
5000 · Personnel	
5010 · Salary	19,567.00
5030 · Salary Tax Expense	1,295.55
5020 · Salary Service Fees	87.54
5040 · Benefits	1,143.00
	<hr/>
Total 5000 · Personnel	22,093.09
6070 · Communications	
6075 · Internet	172.28
6080 · Telephone	84.23
	<hr/>
Total 6070 · Communications	256.51
6200 · Discretionary	25.56
6850 · Rent	1,200.00
7500 · Program Expense	8,218.19
	<hr/>
Total Expense	31,793.35
Net Ordinary Income	<hr/> -1,710.39
Net Income	<hr/> <hr/> -1,710.39

San Mateo County Resource Conservation District
Balance Sheet
 As of August 31, 2011

	<u>Aug 31, 11</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking RCD 8123985	11,749.36
1004 · Checking Restricted 8121907	53,419.97
1008 · Checking SEP 8129517 (SEP and CalTrans)	<u>4,368.98</u>
Total Checking/Savings	69,538.31
Accounts Receivable	
1110 · Contracts Receivable	<u>146,645.91</u>
Total Accounts Receivable	<u>146,645.91</u>
Total Current Assets	216,184.22
Other Assets	
1600 · Long-Term Receivables	1,127,213.05
1610 · Security Deposits	1,300.00
1620 · Prepaid Expenses (Liability Insurance)	<u>1,809.97</u>
Total Other Assets	<u>1,130,323.02</u>
TOTAL ASSETS	<u>1,346,507.24</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	<u>111,569.59</u>
Total Accounts Payable	111,569.59
Other Current Liabilities	
2100 · Payroll Taxes Payable	3,484.41
2150 · Compensated absences payable (Sick/Vaca Carryover)	12,269.00
2200 · Deferred Revenue	35,133.00
2250 · Potential Revenue	<u>1,127,213.05</u>
Total Other Current Liabilities	<u>1,178,099.46</u>
Total Current Liabilities	<u>1,289,669.05</u>
Total Liabilities	1,289,669.05
Equity	
3900 · Retained Earnings	51,528.83
Net Income	<u>5,309.36</u>
Total Equity	<u>56,838.19</u>
TOTAL LIABILITIES & EQUITY	<u>1,346,507.24</u>

San Mateo County Resource Conservation District Proposed FY 2012 Financial Budget

	Proposed FY '12 Budget
REVENUE	
Grant-funded Projects	
Biochar Field Trials	\$ 28,383
Fitzgerald Pollution Reduction	\$ 77,280
Integrated Watershed Restoration Program	\$ 48,472
Livestock and Land Program	\$ 390,236
Pescadero Marsh	\$ 14,728
Pilarcitos Integrated Watershed Management Plan	\$ 16,516
Pillar Point Harbor Pollution Study	\$ 377,963
Rural Roads Program	\$ 69,737
San Gregorio Watershed Enhancement	\$ 101,772
Weed Management	\$ 15,239
<i>Contracts/Grants Subtotal</i>	\$ 1,140,325
Fines and Mitigation Funds	
Cloverdale Ponds Enhancement Project	\$ 239,500
<i>Fines and Mitigation Subtotal</i>	\$ 239,500
Individual Contributions	
	\$ 400
Interest Income	
	\$ 300
Misc. Income	
	\$ 400
Property Taxes	
	\$ 51,000
Service Fees	
	\$ 7,500
<i>Subtotal Other</i>	\$ 59,600
TOTAL REVENUE	\$ 1,439,425
EXPENSES	
<u>Personnel</u>	
Salaries	\$ 253,045
Benefits	\$ 66,663
<i>Subtotal Personnel</i>	\$ 319,707
<u>Operating</u>	
Accounting	\$ 6,500
Bank Fees	\$ 900
Computer Services	\$ 4,300
Communications	\$ 10,068
Consultant Services	\$ 3,750
Discretionary	\$ 1,500
Equipment	\$ 5,000
Insurance - Liability	\$ 3,000
Legal	\$ 1,000
Membership, Dues & Subscriptions	\$ 2,500
Mileage	\$ 750
Postage & Delivery	\$ 500
Printing & Copying	\$ 1,000
Professional Development	\$ 3,000
Rent	\$ 14,400
Supplies	\$ 750

	Travel/Accommodations	\$ 1,700
	<i>Subtotal Operating Expenses</i>	\$ 60,618
	<u>Program Expenses</u>	
	Biochar	\$ 19,060
	Blue Circle	\$ 500
	Cloverdale Enhancement Project	\$ 229,204
	Fitzgerald Pollution Reduction	\$ 39,360
	Integrated Watershed Restoration Program	\$ 29,935
	Livestock and Land Program	\$ 299,496
	Pescadero Marsh Survey	\$ 14,728
	Pilarcitos IWMP	\$ 6,350
	Pillar Point Harbor Pollution Study	\$ 293,733
	Rural Roads Program	\$ 45,677
	San Gregorio Watershed Enhancement	\$ 61,788
	Water Quality Monitoring	\$ 7,000
	Weed Management	\$ 500
	Workshop	\$ 500
	<i>Subtotal Program Expenses</i>	\$ 1,047,831
	TOTAL EXPENSES	\$ 1,428,156
	NET	\$ 11,269

Footnotes to the Proposed Financial Budget:

REVENUE ASSUMPTIONS

Grant-funded Projects

Biochar Field Trials: This budget item is based on the fact that the RCD will be awarded NRCS Conservation Innovation Grant funds this fiscal year for work beginning January 2012. This estimate assumes \$28,383 will be billed on the project this fiscal year.

Fitzgerald Pollution Reduction Project: This estimate is based on dividing the total amount of the contract over the 45 month duration of the contract, anticipating 12 months of the fiscal year to be billable under the contract, and assuming that the project will start slower and ramp up in intensity.

$$\$77,280 = (\$483,000/45) \times 12 \times .6$$

Integrated Watershed Restoration Planning: The contract for this fiscal year has not been finalized with the State Coastal Conservancy. This estimate assumes \$11,805 will be billed to develop the Johnston Ranch Pond Enhancement Project, \$23,667 will be billed to develop the Memorial Park Fish Passage Project and \$13,000 will be billed under a new contract. [Task 2 of the IWRP contract with the Coastal Conservancy is for the Rural Roads Program and is reflected separately in this budget under that line item.]

$$\$48,472 = \$11,805 + \$23,667 + \$13,000$$

Livestock and Land Program: This estimate includes billing \$20,874, the remaining funds available under the Proposition 50 funding, and an estimate of what will be billed under

the Proposition 84 funding, dividing the total amount of the Proposition 84 contract by its 30 month duration and multiplying that amount by the 12 months of the fiscal year.

$$\$390,236 = \$20,874 + [(\$923,405/30) \times 12]$$

Pescadero Marsh Survey: These are the remaining funds that will be billed to the interagency agreement with California State Parks for a cross-sectional survey of the main channels, creeks, and lagoon at Pescadero State Beach.

Pilarcitos Integrated Watershed Management Plan: The RCD oversees implementation of the Pilarcitos IWMP with funding through a Memorandum of Understanding among the RCD, San Francisco Public Utilities Commission, Sewer Authority Midcoastside, and Coasts County Water District as well as an Adaptive Management Grant from the California Department of Fish and Game (DFG). Revenue this year will include \$6,400 from DFG for stream gaging and \$10,116 for RCD oversight of Plan implementation as provided for in the MOU.

$$\$16,516 = \$6,400 + \$10,116$$

Pillar Point Harbor Pollution Study: This estimate is based on dividing the total remaining amount of the funding from the State Water Resources Control Board over the 19 month remaining duration of the contract and multiplying that amount by the 12 months of this fiscal year.

$$\$407,963 = (\$645,941/19) \times 12$$

Rural Roads: This estimate includes \$23,737 for road assessments in the Pilarcitos and Frenchman's Creek watersheds funded by DFG and an estimated \$46,000 that will be awarded by the State Coastal Conservancy as a stand-alone task for the Rural Roads Program in the renewed IWRP contract.

$$\$69,737 = \$23,737 + \$46,000$$

San Gregorio Watershed Enhancement: An estimated \$101,772 will be billed to contracts with DFG's Fisheries Restoration Grant Program, US Fish and Wildlife Service Coastal Program, and American Rivers for implementing the San Gregorio Watershed Enhancement Program. \$4,952 remains in the contract with American Rivers and will all be billed this year. The total DFG funds (\$245,550) and FWS funds (\$39,994) were divided by total months in the respective contracts and multiplied by 12 months for this fiscal year.

$$\$101,772 = \$4,952 + [(\$245,550/42) \times 12] + [(\$39,994/18) \times 12]$$

Weed Management: These are the remaining funds awarded by the US Fish and Wildlife Service and the Bay Area Early Detection Network which will be spent this year on the removal of *Hypericum canariense* from a property south of Pescadero.

Fines and Mitigation Funds

Cloverdale Pond Enhancement Project: Assuming that the work done on this project this fiscal year will focus on permitting, design, and planning, the amount that will be billed to an interagency agreement with Caltrans is estimated as follows: \$48,300 for biological

consulting, \$160,000 for permitting and design, and \$31,200 for project management divided across the RCD, Peninsula Open Space Trust, and Alnus Ecological Consulting.

Individual Contributions

We will pilot a direct mail campaign at the end of this calendar year, with a goal of receiving \$400 in gifts to the RCD as a result.

Interest Income

We anticipate earning \$300 interest from all accounts this year.

Miscellaneous Income

This estimate is based on the expectation of earning \$200 from the silent auction at each of two Blue Circle events to help offset expenses to coordinate and host the program.

Property Taxes

The RCD expects to receive \$51,000 in property taxes this year.

Service Fees

We will bill for water quality monitoring services, estimated to be \$6,000. We anticipate collecting approximately \$500 in fees for workshops we host. We anticipate earning \$1,000 for issuing Grading Permit Exemptions.

EXPENSES

Personnel

Salaries: This estimate assumes full time employment of four staff members (the Executive Director, Fiscal Manager, Conservation Associate, and Conservation Assistant) and part-time employment of two others (Conservation Project Coordinator and Administrative Assistant). This estimate also includes a COLA increase of 1.5% for the Executive Director and the Fiscal Manager. The subtotal of these estimated salaries is \$253,045.

Benefits: All full-time staff receives paid holidays, vacation, sick time, Workers Compensation, and retirement benefits (at \$150 per person per month). Two full time staff members will also receive medical, dental, vision, and life insurance. The other two full time employees have waived their medical benefits with the RCD. Payroll taxes, included under this category, total approximately \$22,502.

Operating Expenses

Accounting Services: This is the cost for the biannual audit for Fiscal Years 2010 and 2011.

Bank Fees: This is the estimated potential cost for using the RCD line of credit to address cash flow shortages while waiting for reimbursement from grants and contracts as well as finance charges and annual fees on credit cards.

Computer Services: This item is for a monthly service fee for standard technical support, additional funds for issues that arise, a portion of the installation of a new server, and the annual fee for off-site data storage. The other portion of the server and the cost for new computers allocated to specific programs are billed to grants and calculated under program expenses below.

Communications: This is the estimated cost of the RCD contribution for a telephone system provided by the NRCS (\$1,000), internet service (\$1,068), and revamping the RCD website (\$8,000).

Consultant Services: This item is intended to work with a grant writer or fundraising consultant for an annual appeal letter or to take advantage of a grant opportunity. This item also includes an accounting consultant estimated at \$25/hour for approximately 8 hours/month.

Discretionary: This item is intended to cover unforeseen situations or take advantage of arising small-scale opportunities.

Equipment: This is for a new NRCS-compatible work station, furniture for new staff, necessary upgrades, and paint.

Insurance/ Liability: This is the amount that is charged to the RCD for liability insurance.

Legal: The RCD contracts with County Council for legal services. This is an estimate of the amount of services that may be required.

Membership, Dues and Subscriptions: Memberships include California Association of Resource Conservation Districts, Local Areas Formation Commission, California Special Districts Association, National Association of Conservation Districts, Bay Area Open Space Council, Special District Risk Management Authority, and San Mateo County Food Systems Alliance.

Mileage: This is for mileage expenses that are not billable to specific projects or use of the NRCS vehicle through a partnership agreement.

Postage and Delivery: This is for postage and delivery that is not supplied by the NRCS, and anticipates a direct mailing fundraising request this year.

Printing and Copying: This is for flyers, letterhead, business cards, brochures, and the direct mail campaign.

Professional Development: This is for registration and materials for workshops, training, and conferences for staff and board members, such as the annual CARCD conference, technical workshops throughout the year, County trainings available to special district staff, and specialized training as needed, e.g. specific software.

Rent: This item is for monthly rent for office space and monthly costs for on-site storage.

Supplies: Although most office supplies are provided by the NRCS, there is occasionally a need for RCD-provided supplies.

Travel/ Accommodations: This is to cover travel costs associated with professional development and participation in meetings, CARCD conference, and technical workshops.

Program Expenses (i.e. other than Personnel)

Biochar Field Trials: To implement a Biochar field trial demonstration project in row crops in coastal San Mateo County. The cost estimate assumes that \$15,000 will be spent on the materials and transport within the first fiscal year and the remaining amount was determined by dividing the total project expenses by the 36 month duration, anticipating that 6 months will be billable to this fiscal year.

$$\$19,060 = (\$39,360 - \$15,000) / 36 \times 6 + \$15,000$$

Blue Circle: To provide a forum twice this year for sharing ideas, information and resources for the goal of natural resource management, education, and stewardship. The cost estimates assume \$250 in expenses per event, twice this year.

Cloverdale Pond Enhancement Project: Assuming that the work done on this project this fiscal year will focus on permitting, design, and planning, program expenses are estimated as follows: \$48,300 for biological consulting, \$200,000 for permitting and design, and \$10,400 for Peninsula Open Space Trust, and \$10,400 for Alnus Ecological Consulting.

Fitzgerald Pollution Reduction: To improve water quality contributing to the Fitzgerald Marine Reserve. This estimate is based on dividing the total non-personnel expenses of the project over the 45 month duration of the contract, assuming that the project will start slower and ramp up in intensity.

$$\$39,360 = (\$246,000 / 45) \times 12 \times .6$$

Integrated Watershed Restoration Program (IWRP): To facilitate and coordinate projects to improve fish and wildlife habitat and water quality, bring together various funding and permitting agencies to better coordinate how projects are funded and permitted, and create a forum for collaborative problem solving to complete resource conservation projects. This estimate assumes \$7,920 will be spent for design and permitting for the Johnston Ranch Pond Enhancement Project, \$21,795 will be spent for design and permitting on the Memorial Park Fish Passage Enhancement Project, and \$220 will be spent for conference calls and local mileage. Task 2 of IWRP, the Rural Roads Program, is itemized separately in this budget under that Program.

Livestock and Land Program: This is the estimated amount that will be spent to provide assistance for operators of livestock and equestrian facilities to protect water quality, including developing site plans and implementing Best Management Practices. This estimate is based on dividing the total non-personnel expenses of the project over the 30 month duration of the contract, plus remaining expenses of \$5286 from Prop 50.

Pescadero Marsh Survey: This is the amount that will be spent to complete cross-sectional surveys of the Pescadero Marsh this year.

Pilarcitos Creek Integrated Watershed Management Plan: To convene Pilarcitos Restoration Workgroup and implement watershed plan. We anticipate that \$6,150 will be paid for the USGS stream gage in Half Moon Bay and \$200 will be needed for conference calls.

Pillar Point Harbor Pollution Study: To assess and identify sources of fecal pollution in Pillar Point Harbor and recommend plan for remediation. 72% of the total contract is allocated to program expenses. This estimate is 72% of the total amount estimated to be brought in as revenue this year.

Rural Roads Program: To improve rural road conditions, resulting in winterized roads requiring less maintenance and reduced sediment delivery into riparian habitats. This estimate is for conference calls, mileage, contracted road assessments, and other program expenses.

San Gregorio Watershed Enhancement Program: To implement critical priorities of the San Gregorio Watershed Plan to ensure restoration and efficient and wise use of natural resources. This estimate is for sub-contractors, mileage, equipment, and other program expenses.

Water Quality Monitoring: For equipment, supplies and mileage for water quality monitoring in local creeks, including the First Flush event.

Workshops: This expense is for facility rental, and supplies as needed.

Weed Management: This expense is for contractors, supplies and mileage for the removal of *Hypericum canariense* from a property south of Pescadero. Additional weed management is being conducted as part of the San Gregorio Watershed Enhancement Program and is included in that budget item, not itemized separately here.