



**Minutes of the Regular Meeting of the Board of Directors
July 19, 2012
6:30 pm – 8:30 pm
Location: RCD Office**

Directors present: Rich Allen, TJ Glauthier, Jim Reynolds

Staff present: RCD – Kellyx Nelson, Renee Moldovan
NRCS – Jim Howard

Guests: Tom Wehri (CARCD President), Susie Bennett (GGNRA), Victor Rabinovich,
Ron Sturgeon

1 Call to Order

- Allen called the meeting to order at 6:33 pm.

2 Introduction of Guests and Staff

3 Public Comment

- No comments from the public

4 Approval of Agenda

- Glauthier moved to approve the agenda, Reynolds seconded. Agenda was approved unanimously.

5 Consent Agenda

- Item 5.3 was removed from the agenda. Glauthier moved to approve with the noted deletion, Reynolds seconded. Consent agenda was approved unanimously.

6 Discussion Items

6.1 Visit from California Association of Resource Conservation Districts (CARCD) – Tom Wehri, President

- CARCD working on statewide capacity building, now getting input from all RCDs of the state, ultimately will develop a strategic plan.
- Wehri spoke about authorities of RCDS under Division 9 in the Public Resources Code. Department of Conservation is the State entity to provide RCDs with assistance. The federal partners is the NRCS.
- CARCD is a 501(c)3. To be a voting member there are fees and a fee structure. CARCD tracks legislative items, coordinates with agencies, and convinces agencies to use RCDs as partners. State association receives about \$80,000/year.
- Most successful RCDs are those who have looked at locality and determined a need.

- Basic needs of RCDs: public info outreach, enhanced communication network, uniform voice, education, leadership for permit coordination, compiled RCD accomplishments.
- Glauthier mentioned issues with State Water Board contracts, invoices and payments. Glauthier and Nelson would like CARCD to address relationship as a statewide issue.
- CARCD needs some individuals from regional areas for CARCD board, only 4 meetings per year.
- Legislatively, Karen Buhr works closely with RCDs, and she sits on various state boards. Policy committee has been set up, and when Buhr has a bill it is sent to the committee for their input. CARCD sets up day in the Capital for RCDs. CARCD will connect the dots between RCDs experiencing similar problems across the state.
- Wehri went to DC in March to support Farm Bill for the RCDs. Every congressman in the state was contacted by NACD/CARCD on behalf of RCDs. Principals they were supporting under Farm Bill was money for technical assistance, maintaining conservation programs, Participation on Federal and State side.
- Discussed future CARCD annual meeting coming up in November. Strategic issues of RCDs: build capacity, provide high quality communications, increase visibilities, advocate on behalf of RCDs, promote stewardship of agricultural lands.

6.2 Executive Director Report – Kellyx Nelson

- Nelson distributed a list of current RCD projects (Attachment A) and provided some updates:
 - Bonde Weir – EPA awarded \$75,000. Santa Clara Valley Water District might put in some of their enhancement dollars.
 - Cloverdale Pond Habitat Enhancement Project – Need coastal development permit approved. This has not happened yet, so still not sure which ponds will be constructed this year, or how many.
 - Consulting Services to San Mateo County – RCD helping Supervisor Horsley plan his November workshop on sustaining agriculture in San Mateo County.
 - Gully Erosion Inventory and Pilot Control Project – focusing on Butano and lower Pescadero watersheds.
 - Hedgerow Pollinator Conservation Project – We are working out agreement with Guadalupe- Coyote RCD to do hedgerow projects in their county.
 - Pescadero Integrated Flood Reduction and Habitat Enhancement – Finally received Pescadero contract, it is 425 pages in length, will be on August Board agenda.
 - Ponds Program – Number of potential ponds in the works, some through IWRP.
 - Livestock & Land – Projects have been identified, landowners entering into participation agreements, going to construction on about 5 projects this fall.
 - 75th Anniversary – This is the year of planning for our RCD for the 75th anniversary in 2014. Nelson suggested to Wehri that this is a good opportunity for marketing the RCDs with our historical importance of being the first RCD in the state.

- Working with Assemblymember Hill's office to get RCDs exempt from Labor Compliance Program requirements in the Labor Code.
- Southcoast ag survey
 - Puente de la Costa Sur designed a survey for the South Coast agriculture community, to work towards the needs for resources to support food security and local economies that preserve the agricultural way of life on the South Coast of San Mateo County. The NRCS and the RCD were the top two existing resources identified by 42 farmers surveyed
- County support
 - As per discussion in the minutes from last month, RCD has been working with the County to help with cash flow challenges and found it was not economically beneficial to get a zero or low interest revolving loan because they would require us to use their accounting and auditing, which would cost us thousands more than we currently pay and eliminate the benefit of the loan.
 - The County did agree to look into providing our property tax revenues upfront at the beginning of the fiscal year, but it turns out they would charge us a low interest rate and consider it a loan. We would also only be able to get 85% up front. Renee is working with the County to see if this is cost beneficial for us.
- SWRCB problems/ cash flow
 - Our challenges with SWRCB payments continue. We have sent invoices that took 4 or 5 months for them to process and involve repeated stories of them losing invoices, losing attachments, not telling us that they have concerns with an invoice until we press them for where our payment is and then sending an invoice dispute form by the time we would have expected payment, etc. They are nickel and diming more than ever before, and do not hesitate to cause hundreds of dollars of staff time to be spent –theirs and ours- for discrepancies of less than a dollar. The fastest turnaround time we have so far is 10 weeks. We now call them regularly to prompt if they have received, lost, are processing invoices, general handholding.
 - They are still holding back \$26,000 from an invoice that was submitted in January because they are challenging charges that they had already approved and paid back in 2009. Years later, they changed their mind and took the funds out of an unrelated current invoice. We are working with County Counsel on this issue but that costs us money as well as the problems with cash flow.
- Pescadero fish kills
 - At previous Board meetings we have discussed the NOAA Restoration Center proposal to breach the sand bar at the mouth of the Pescadero marsh or keep it open to minimize the buildup of poor water quality in the marsh that is considered likely to cause recurring fish kills. We have received a request from NOAA Restoration Center to help them with a permit required for the project called a Section 401 certification. This would cost the RCD \$900. Pescadero fishermen, CASE, and Native Sons of the Golden West are supportive of this project. It is an emergency solution, not a long-term one, though, as a closed lagoon provides valuable rearing habitat for young fish and other aquatic benefits. The reason to do this would be short-term to prevent a fish die-off this year. Reynolds is supportive of the RCD involvement. Howard feels this will make a difference

especially if there is a big storm. Allen suggested securing a donation rather than RCD absorbing the fee.

- Monterey AGO
 - President Obama launched the America's Great Outdoors Initiative in 2010 "to develop a 21st century conservation and recreation agenda." The USDA selected the Monterey Bay region as a pilot project for implementing the initiative. The idea is to coordinate existing efforts and leverage partnerships and resources to benefit communities and natural resources in the region at the landscape level rather than shotgun approach projects. As part of the initiative, the NRCS has allocated more Farm Bill dollars to the region. Jim Howard and I have been involved with identifying partnership opportunities and priorities for partnership resources to be allocated to San Mateo County.
- USFWS Coastal Program
 - After talking about it for nearly a year, it seems, the USFWS Coastal Program is now housed in our office. This is a significant statement that the Coastal Program intends to invest its resources and energy in coastal San Mateo County. We have been working very closely with the program manager, John Klochak, introducing him to our partners on private lands, and working with him to develop projects that he would like to fund through our office.
- KHMB Radio program
 - A few weeks ago Half Moon Bay Community Radio (KHMB) did a nice interview with Nelson about the RCD and what we do Coastside and played it a number of times. It will soon be available as a podcast on their website. They anticipate a couple hundred downloads.

7 Action Items

7.1 Recommend Board approval of FY 2013 budget.

- The Fiscal Year 2013 budget was distributed to all present (Attachment B).
- Glauthier introduced the budget and staff answered Board questions.
- Public comment – Bennett said the budget looks smart.
- Glauthier moved to approve the FY 2013 budget, Reynolds seconded. The FY 2013 budget was approved unanimously.

8 Adjourn

- Allen announced that on July 28, 2012 the Golden Gate National Recreation Area is having an open house from 11:00 am – 1:00 pm held at Moss Beach Ranch.
- Allen adjourned the meeting at 8:20 pm.



Attachment A
San Mateo County Resource Conservation District
Current Project List
July 19, 2012

	Project	Partners	Funding
1.	<u>Accelerated Conservation Planning</u> Assist NRCS to address conservation priorities within the District.	NRCS, landowners	NRCS Cooperative Agreement
2.	<u>Biochar Field Trials</u> Field test incorporation of biochar into agricultural lands in San Mateo County.	NRCS, farmers, UCCE, equestrian operation	NRCS Conservation Innovation Grant
3.	<u>Bonde Weir Fish Passage Project</u> Improve access for steelhead to 40 miles of habitat in San Francisquito Creek by removing instream barrier and installing a roughened channel.	National Marine Fisheries Service, San Francisquito Creek Joint Powers Authority, cities of Palo Alto and Menlo Park.	Bay Bridge mitigation funds, PG&E mitigation funds, EPA grant submitted
4.	<u>Cloverdale Pond Habitat Enhancement Project</u> Restore and enhance ponds that benefit agriculture and support the recovery of the California red-legged frog and the San Francisco garter snake in Pescadero.	Peninsula Open Space Trust	Caltrans mitigation agreement
5.	<u>Consulting Services to San Mateo County</u> Represent San Mateo County on workgroups of the Bay Area Integrated Regional Water Management Plan and assist Supervisor Horsley in developing a workshop to address limiting factors to farming in San Mateo County.	San Mateo County, Bay Area IRWMP partners, Coastsides water resource agencies, farmers	San Mateo County
6.	<u>Fitzgerald Pollution Reduction Program</u> Implement Best Management Practices on lands that drain into the Fitzgerald Marine Reserve to reduce nonpoint source pollution into the Area of Special Biological Significance.	San Mateo County, landowners.	Prop 84 ASBS, via subcontract to San Mateo County

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<p>7.</p>	<p><u>Garden Tour</u></p> <p>Introduce homeowners to landscaping and gardening that conserves resources, enhances local wildlife, and reduces waste and greenhouse gases.</p>	<p>Bay-Friendly Landscaping & Gardening Coalition, NRCS</p>	<p>tbd</p>
<p>8.</p>	<p><u>Grading Permit Exemptions</u></p> <p>Provide technical assistance, exemption from County Grading Permit requirements, and reduced permit fees for landowners undertaking conservation projects.</p>	<p>Landowners, NRCS, SMC Planning Department</p>	<p>Fee for service</p>
<p>9.</p>	<p><u>Gully Erosion Inventory and Pilot Control Project</u></p> <p>Identify the significance of gullies in Butano and lower Pescadero creeks in supplying sediment and identify potential gully erosion remediation options.</p>	<p>NRCS, USFWS, Landowners NRCS</p>	<p>USFWS Coastal Program</p>
<p>10.</p>	<p><u>Hedgerow Pollinator Conservation Project</u></p> <p>Provide site specific technical assistance for native plant hedgerows and other native plantings on farms and ranches other private lands.</p>	<p>NRCS, USFWS, private landowners</p>	<p>USFWS Partners Program, EQIP</p>
<p>11.</p>	<p><u>Identification and Remediation of Fecal Pollution in Pillar Point Harbor</u></p> <p>Assess and identify sources of fecal pollution in Pillar Point Harbor and recommend plan for remediation.</p>	<p>UC Davis, Balance Hydrologics, SMC Public Health Laboratory, Regional Water Quality Control Board, Granada Sanitary District, SMC Environmental Health Services, City of Santa Barbara Creeks Division, Natural Resources Conservation Service (NRCS), Sewer Authority Midcoastside, Coastal Commission, SMC Harbor District, San Francisco Estuary Institute, Surfrider SMC, County of Santa Cruz Environmental Health Services</p>	<p>State Water Resources Control Board (Clean Beaches Initiative)</p>
<p>12.</p>	<p><u>Integrated Watershed Restoration Planning (IWRP)</u></p> <p>Facilitate high priority resource conservation projects through coordination of funding and permitting agencies and collaborative problem solving.</p>	<p>California Coastal Conservancy; RCDs of Santa Cruz and Monterey Counties; federal, state, and local resource agencies (inc. NRCS); landowners</p>	<p>California Coastal Conservancy</p>

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<p>13. <u>Livestock and Land Program</u> Provide outreach and technical assistance for operators of livestock and equestrian facilities to implement best management practices to protect water quality.</p>	<p>Confined animal operations and landowners, Ecology Action, Central Coast RCDs, NRCS</p>	<p>SWRCB Prop 84 ASBS Prop 50 via subcontract to EA SWRCB Prop 84 ASBS subcontract to County</p>
<p>14. <u>Memorial Park Fish Passage Project</u> Improve access to upstream habitat for Coho salmon by removing instream barriers to passage.</p>	<p>IWRP, SMC Parks</p>	<p>Coastal Conservancy</p>
<p>15. <u>Pescadero Integrated Flood Reduction and Habitat Enhancement</u> Develop 15% conceptual designs to address flooding, assess Butano channel for potential for restoration for fish, and conduct surveys of outmigrant salmonids in Pescadero Creek.</p>	<p>PMAC, State Parks, DFG, NOAA, USFWS, others tbd</p>	<p>Proposition 84 via Bay Area Integrated Regional Water Management Plan</p>
<p>16. <u>Pilarcitos Creek Integrated Watershed Management Plan</u> Implement plan to manage the Pilarcitos Creek watershed that balance environmental, public health, domestic water supply, and economic interests.</p>	<p>SF PUC, CA State Parks, NOAA, City of Half Moon Bay, Coastside County Water District, Committee for Green Foothills, County of San Mateo, MROSD, CA Department of Fish and Game, National Marine Fisheries Service, POST, Pilarcitos Creek Advisory Committee, San Mateo County Farm Bureau, Sewer Authority Mid-Coastside, Surfrider Foundation, Natural Resources Conservation Service, US Geological Survey</p>	<p>Coastside County Water District, San Francisco Public Utilities Commission, Sewer Authority Midcoastside, and Caltrans settlement fund held by RCD</p>
<p>17. <u>Ponds Program</u> Restore and enhance ponds that benefit agriculture and support the recovery of the California red-legged frog and the San Francisco garter snake.</p>	<p>NRCS, public and private landowners, agricultural operators, USFWS, IWRP</p>	<p>Caltrans, Coastal Conservancy, USFWS</p>
<p>18. <u>Rural Roads Program</u> Provide education and technical assistance to road associations, homeowners' associations, landowners, and land managers to improve rural road conditions, resulting in winterized roads requiring less maintenance and reduced sediment delivery</p>	<p>California Coastal Conservancy; RCD of Santa Cruz County, RCD of San Mateo County; NRCS; land owners and managers.</p>	<p>California Department of Fish and Game, California Coastal Conservancy, NRCS</p>

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	into riparian habitats.		
19.	<p><u>San Gregorio Watershed Enhancement Program</u></p> <p>Implement critical priorities of the San Gregorio Watershed Plan to ensure restoration and efficient and wise use of natural resources.</p>	San Gregorio Environmental Resource Center, American Rivers, Fish and Wildlife Service, Trout Unlimited land owners and managers, NRCS.	FWS, American Rivers, DFG, Trout Unlimited
20.	<p><u>Technical Workshops</u></p> <p>Provide on-the-ground workshops to land managers to protect, restore, and conserve natural resources.</p>	Public and private land managers, NRCS	Varies
21.	<p><u>Water Quality Monitoring Agreements</u></p> <p>Collect water samples on private properties where requested and make recommendations to landowners for remediation of water pollution.</p>	Landowners, equestrian boarding facilities, SMC Public Health Laboratory, Monterey Bay National Marine Sanctuary.	Fee for service, in-kind contributions from Public Health Laboratory, Sewer Authority Midcoastside, Granada Sanitary District
22.	<p><u>Weed abatement</u></p> <p>Control or eradicate priority invasive non-native plants in priority locations.</p>	Landowners, WMA, CDFA	FWS, WMA

Attachment B



**San Mateo County Resource Conservation District
Proposed FY 2013 Financial Budget**

REVENUE

Project Revenue

Accelerated Conservation Planning	\$	44,000
Biochar Field Trials	\$	23,221
Bonde Weir Fish Passage Project	\$	28,754
Cloverdale Ponds Enhancement Project	\$	170,059
Consulting Services to San Mateo County	\$	8,405
Fitzgerald Pollution Reduction	\$	58,546
Gully Erosion Control	\$	24,920
Hedgerow Pollinator Conservation	\$	13,253
Integrated Watershed Restoration Program	\$	37,367
Johnston Ranch Pond Enhancement	\$	35,010
Livestock and Land Program	\$	287,396
Memorial Park Fish Passage Project	\$	8,365
Pescadero Streamflow Improvement Project	\$	33,316
Pescadero Integrated Flood Reduction and Habitat Enhancement Project	\$	134,654
Pilarcitos Integrated Watershed Management Plan	\$	19,600
Pillar Point Harbor Pollution Study	\$	469,139
Rural Roads Program	\$	114,919
San Gregorio Watershed Enhancement	\$	113,400

Subtotal Project Revenue \$ **1,624,324**

Other Revenue

Individual Contributions	\$	1,500
Interest Income	\$	500
Property Tax	\$	53,000
Service Fees	\$	4,500

Subtotal Other Revenue \$ **59,500**

Total Revenue \$ **1,683,824**

EXPENSES

Personnel

Salaries	\$	293,041
Benefits	\$	43,015 43,315

Subtotal Personnel \$ **336,056 336,356**

Operating Expenses

Accounting	\$	6,500
Bank Fees	\$	900
Computer Services	\$	6,000-10,000
Communications	\$	12,168 15,000

Footnotes to the Proposed FY 2013 Financial Budget

REVENUE ASSUMPTIONS

Project Revenue

Accelerated Conservation Planning: This \$55,000 Contribution Agreement with the Natural Resources Conservation Service is for the RCD to assist the NRCS District Conservationist in addressing conservation priorities within the District. Assuming the total funds are evenly distributed across the 15 month term of the agreement, we expect to bill \$40,000 for personnel and \$4,000 to a subcontractor for engineering and design work for this fiscal year.

$$\$44,000 = (\$55,000/15)*12$$

Biochar Field Trials: This project field tests incorporation of biochar into conventional Brussels sprouts crops over a three year period. It is funded through an NRCS Conservation Innovation Grant. This estimate is based on the remaining funds of \$58,052 spread evenly over the remaining 30 months and anticipating 12 months will be billable in FY13.

$$\$23,221 = \$58,052/30 \times 12$$

Bonde Weir Fish Passage Project: This project will improve access for steelhead trout to 40 miles of habitat in San Francisquito Creek by removing an instream barrier (the Bonde weir) and installing a roughened channel. Current funding for the project comes from grants from the National Fish and Wildlife Federation (via Bay Bridge mitigation funds) and the federal Environmental Protection Agency's San Francisco Bay Water Quality Improvement Fund. During FY 2013, planning and designs will be completed (estimated \$13,754) and some construction may begin. Construction is expected to happen between June 2013 and October 2013. We anticipate spending \$15,000 on construction during June of this fiscal year.

$$\$28,754 = \$13,754 + \$15,000$$

Cloverdale Pond Enhancement Project: This is a project to restore and enhance ponds that benefit agriculture and support the recovery of the California red-legged frog and the San Francisco garter snake in partnership with Peninsula Open Space Trust on their Cloverdale Coastal Ranches property in Pescadero. Funding for this project is through an interagency agreement with Caltrans for mitigation for impacts to the San Francisco garter snake. Construction is expected to take place in two phases. The estimated amount that will be spent on remaining permitting work as well as the portion of construction that is anticipated to take place during FY2013 is \$170,059.

Consulting Services to San Mateo County: The County of San Mateo entered into agreement with the RCD for the RCD to (1) represent the County on workgroups of the Bay Area Integrated Regional Water Management Plan (IRWMP) workgroups and (2) assist in developing and facilitating a workshop addressing land use challenges that are limiting

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factors for the next generation of farmers in San Mateo County. \$8405 remains in the agreement and will be billed this fiscal year.

Fitzgerald Pollution Reduction: This project will implement Best Management Practices on lands that drain into the Fitzgerald Marine Reserve to reduce nonpoint source pollution into the Area of Special Biological Significance as a subcontract to San Mateo County's Proposition 84 ASBS grant. This budget estimate assumes the RCD will spread the remaining funds over the 33 remaining months of the contract,

$$\$58,546 = (\$469,082 - 308,080 / 33) * 12$$

Gully Erosion Control: This project will identify the: relative significance of gullies in supplying sediment to coastal creeks, human-induced factors that initiate or enhance gully erosion, and potential gully erosion remediation options. The Butano/lower Pescadero creek area will be the focus of this project. The total amount of \$24,920 from the USFWS Coastal Program will be billed this fiscal year.

Hedgerow Pollinator Conservation: This program provides site specific technical assistance and cost-share for native plant hedgerows and other native plantings on farms and ranches and other private lands. It is funded by the USFWS Partners Program with assistance from the NRCS. \$13,253 remains in the agreement which will be spent FY 13.

Integrated Watershed Restoration Planning: IWRP is a program to facilitate high priority resource conservation projects through coordination of funding and permitting agencies and collaborative problem solving. Funding originates with the State Coastal Conservancy and is funneled to the San Mateo RCD through the RCD of Santa Cruz. It is assumed that the RCD will bill \$37,367 this fiscal year, the total amount in the contract for the fiscal year.

Johnston Ranch Pond Enhancement: This project will develop the plans to restore and enhance a pond on Johnston Ranch to benefit agriculture and support the recovery of the California red-legged frog and the San Francisco garter snake. This project was identified in IWRP and subsequently awarded its own IWRP funding. This assumes \$35,010 will be spent this fiscal year. Project expenses for consultants and permits will be \$30,000 and the remainder will pay for RCD personnel.

Livestock and Land Program: This program provides outreach and technical assistance for operators of livestock and equestrian facilities to implement best management practices to protect water quality. Current funding is from by the State Water Resources Control Board through Proposition 84. The budget divides the remaining funds across the remaining 24 months of the contract, and multiplies by 12 months for this year.

$$\$287,396 = \$574,792 / 24 \times 12$$

Memorial Park Fish Passage Project: This project completes designs and permitting to improve access to upstream habitat for Coho salmon by removing instream barriers to passage. The project was identified in IWRP and subsequently awarded its own IWRP funding. There remains \$8,365 in the IWRP contract. All of this will be spent this fiscal year.

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Pescadero Streamflow Improvement Project: The goal of this IWRP project is to enhance summer streamflow in portions of the Pescadero Creek watershed to benefit salmon and steelhead. The budgeted amount is for work this year to collect hydrologic data and annual streamflow information.

Pescadero Integrated Flood Reduction and Habitat Enhancement Project: This project will develop conceptual designs to develop long-term solutions to the flooding problems in the town of Pescadero as well as gather juvenile salmonid outmigration data in mainstem Pescadero Creek. This budget estimates the amounts that the RCD will bill for this fiscal year from two sources, the Bay Area Integrated Water Resource Management Plan (IRWMP) and USFWS Coastal Program.

$$\$134,655 = \$109,655 + \$25,000$$

Pilarcitos Integrated Watershed Management Plan: The RCD oversees implementation of the Pilarcitos IWMP to manage the Pilarcitos Creek watershed to balance environmental, public health, domestic water supply, and economic interests. Funding for this fiscal year will come through a Memorandum of Understanding among the RCD, San Francisco Public Utilities Commission, Sewer Authority Midcoastside, and Coastside County Water District as well as an Adaptive Management Grant from the California Department of Fish and Game (DFG).

Pillar Point Harbor Pollution Study: This project is assessing and identifying sources of fecal pollution in Pillar Point Harbor and will recommend plans for remediation. It is funded through the Clean Beaches Initiative of the State Water Resources Control Board. This estimate assumes we will spend 25% of the remaining funds over the remaining 12 months of the contract.

Rural Roads Program: To provide education, technical assistance, and cost-share to road associations, homeowners' associations, landowners, and land managers to improve rural road conditions, resulting in winterized roads requiring less maintenance and reduced sediment delivery into riparian habitats. This estimate assumes we will bill \$66,917 to IWRP, and \$48,002 to DFG Adaptive Management Grant.

$$\$114,919 = \$66,917 + \$48,002$$

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. The estimated amount will be billed to DFG's Fisheries Restoration Grant Program and USFWS Coastal Program grants for personnel and subcontractors for invasive species management and developing off-stream storage, fish passage and large woody debris projects and \$6,000 to a private road assessment firm that will support our Rural Roads program.

Individual Contributions

We will conduct our second direct mail campaign at the end of this calendar year, with a goal of receiving \$1,500 in gifts to the RCD.

Interest Income

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We anticipate earning \$500 interest from all accounts this year.

Property Taxes

The RCD expects to receive \$53,000 in property taxes this year.

Service Fees

We will bill for water quality monitoring services contracted by landowners, estimated to be \$3,000. 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 three staff members (the Executive Director, Fiscal Manager, Conservation Assistant) and part-time employment of (three Conservation Project Coordinators, , and one Administrative Assistant, a seasonal part-time Conservation Assistant. There will be no COLA increase this fiscal year. The sub-total of these estimated salaries is \$293,041.

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, and vision. The other full time employee has waived her medical benefits with the RCD. Payroll taxes, included under this category, total approximately \$26,374.

Operating Expenses

Accounting Services: This is the cost for the biannual audit for Fiscal Years 2010 and 2011. This was to be completed in FY 12 but was delayed.

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, server replacement including newer hardware and software, and the annual fee for off-site data storage. \$6100 of this line item will be to replace our dysfunctional server.

Communications: This is the estimated cost to the RCD to purchase additional phone lines for the pre-existing phone system provided by the NRCS (\$1600), internet service (\$1,068), current phone service (\$1500), \$832 for 8 phone headsets, and revamping the RCD website (\$10,000).

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Consultant Services: This item is intended to work with a consultant as needed for grant research, grant writing, and other fundraising assistance as well as planning for the RCD's 75th anniversary in FY 2014.

Discretionary: This item is intended to cover unforeseen situations, take advantage of arising small-scale opportunities, and support staff morale.

Equipment: This is for a new RCD laptop to replace one that is failing, 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 Counsel 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, and Special District Risk Management Authority.

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. This assumes there may be greater costs due to an increase in a number of staff.

Rent: This item is for monthly rent for office space.

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

Travel/Accommodations: This assumes there may be greater costs due to more staff participation. This is to cover travel costs associated with professional development and participation in meetings, CARCD conference, and technical workshops.

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Program Expenses (i.e. other than Personnel)

Accelerated Conservation Planning: This assumes \$4000 will be spent on a subcontractor for engineering and designs.

Biochar Field Trials: To maintain and monitor the biochar field trial demonstration project in coastal San Mateo County. This assumes that \$10,041 will be spent on materials and contractual soil laboratory services.

Bonde Weir: \$22,700 is the estimated cost for labor and materials for the construction phase that may occur within this fiscal year. (June 2013) The majority of construction will take place in the following fiscal year, July thru October 2013..

Cloverdale Pond Enhancement Project: This estimate is for biological consulting, a construction contractor, permitting, engineering, and on-site landowner coordination.

Fitzgerald Pollution Reduction: This is the estimated subcontractor cost for designing BMPs.

Hedgerow Pollinator Conservation: We anticipate spending \$9,748 on plants and materials to establish on private farms.

Integrated Watershed Restoration Program (IWRP): This assumes \$267 will be spent for mileage.

Johnston Ranch Pond Enhancement: \$15,000 will be spent for consultants and \$15,000 will be spent for permitting.

Livestock and Land Program: This estimate is based on dividing the total non-personnel expenses over the 24 month duration of the contract and multiplying by 12 for this fiscal year.

Memorial Park Fish Passage: This assumes \$4200 will be spent on permit costs and \$1,000 on mileage and other project expenses.

Pescadero Streamflow Improvement Project: The full amount of the contract will be spent on consultants.

Pescadero Integrated Flood Reduction and Habitat Enhancement Project: This assumes that \$116,655 will be spent this fiscal year for consultants.

Pilarvitos Creek Integrated Watershed Management Plan: \$12,100 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: This assumes the remaining program expenses of \$367,609 will be allocated this fiscal year.

Rural Roads Program: This assumes that \$65,038 will be spent this fiscal year for conference calls, mileage, contracted road assessments, permits, and other program expenses.

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San Gregorio Watershed Enhancement Program: This estimate assumes \$46,438 will be spent for sub-contractors, mileage, equipment, and other program expenses.