



San Mateo County Resource Conservation District FY 2016 Financial Budget

REVENUE

Project Revenue

Ag Ombudsman	\$	50,000
Ano Nuevo Habitat Enhancement	\$	8,650
Biochar Field Trials	\$	19,000
Bonde Weir	\$	4,000
Butano Farms Floodplain Restoration	\$	164,167
Climate Mitigation and Adaptation Program	\$	81,853
Coastal Fish Passage	\$	29,037
Creek Habitat Enhancement	\$	55,713
Fitzgerald Pollution Reduction	\$	441,010
Gully Erosion Control	\$	10,000
Integrated Watershed Restoration Program	\$	158,243
Memorial Park Fish Passage	\$	427,676
NRCS Contribution Agreement	\$	25,000
Pescadero Integrated Flood Reduction Habitat Enhancement Project	\$	104,900
Pilarcitos Integrated Watershed Management Plan	\$	14,950
Rural Roads and Gully Erosion Control Program	\$	528,238
San Gregorio Stream Gage	\$	20,000
South Coast San Mateo County Drought Relief	\$	1,055,320
Vegetation Management	\$	140,878
Water Quality Monitoring and Technical Assistance	\$	81,246
Subtotal Project Revenue		\$3,419,881

Other Revenue

Individual Contributions	\$	5,000
Interest Income	\$	500
Property Tax	\$	57,000
Service Fees	\$	1,000
County Contributions	\$	100,000
Subtotal Other Revenue	\$	163,500

Total Revenue \$ **3,583,381**

EXPENSES Personnel

Salaries	\$	579,601
Benefits	\$	89,909
Personnel Subtotal	\$	669,510

Operating Expenses

Accounting	\$	8,500
Bank Fees	\$	1,000
Communications	\$	6,500
Computer Services	\$	6,000

Consultant Services	\$	14,000
Discretionary	\$	4,000
Donations	\$	500
Equipment	\$	4,500
Insurance - Liability	\$	3,600
Legal	\$	2,000
Membership, Dues and Subscriptions	\$	3,500
Mileage	\$	2,500
Personnel Service Fees	\$	4,500
Postage and Delivery	\$	400
Printing and Copying	\$	1,000
Professional Development	\$	5,500
Project Software	\$	7,600
Public Relations	\$	750
Rent	\$	19,800
Supplies	\$	2,000
Travel and Accommodations	\$	2,500
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Subtotal Operating Expenses	\$	100,650
 <u>Program Expenses</u>		
Ag Ombudsman	\$	500
Ano Nuevo Habitat Enhancement	\$	4,000
Biochar Field Trials	\$	4,010
Bonde Weir	\$	2,000
Butano Farms Floodplain Restoration	\$	130,404
Climate Mitigation and Adaptation Program	\$	10,739
Coastal Fish Passage	\$	15,180
Creek Habitat Enhancement	\$	38,441
Fitzgerald Pollution Reduction	\$	356,498
Integrated Watershed Restoration Program	\$	107,672
Memorial Park Fish Passage	\$	384,285
Pescadero Integrated Flood Reduction Habitat Enhancement Project	\$	93,610
Pilarcitos Integrated Watershed Management Plan	\$	14,950
Rural Roads and Gully Erosion Control Program	\$	441,617
San Gregorio Gage	\$	20,000
South Coast San Mateo County Drought Relief	\$	967,065
Vegetation Management Program	\$	65,348
Water Quality Monitoring and Technical Assistance	\$	18,291
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Subtotal Program Expenses	\$	2,674,610
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Total Expenses	\$	3,444,770
NET	\$	138,611
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Footnotes to the FY 2016 Financial Budget

REVENUE ASSUMPTIONS

Project Revenue

Agricultural Ombudsman: The ombudsman works with agricultural stakeholders and the County to facilitate and streamline County permitting for agricultural projects. The Agricultural Ombudsman is housed at the RCD and funded by San Mateo County. This estimate assumes that the ombudsman will bill \$50,000 this year.

Año Nuevo Habitat Enhancement Program: This project will conduct planning and complete designs to improve wetland ecosystem function focused on identified priority wildlife species and their habitats on a property in the Año Nuevo area. It is assumed that \$8,650 will be billed this year to an agreement with the US Fish and Wildlife Service.

Biochar Field Trials: This is a project to test the cost-benefit and soil health benefit of the application of biochar as a soil amendment to a conventionally grown Brussels sprouts crop. The project will be completed this year with \$19,000 from the CA Department of Conservation.

Bonde Weir Fish Passage Project: The Bonde Weir Fish Passage Project improved access for steelhead trout to 40 miles of habitat in San Francisquito Creek by removing an instream barrier. Construction was completed in 2013. This budget is for post-construction monitoring and maintenance of the erosion control and plantings.

Butano Farms Floodplain Restoration: This project will result in the reconnection of Butano Creek with 115 acres of its historic floodplain at the 903 acre Butano Farms property owned by Peninsula Open Space Trust in Pescadero to restore habitat, help address water quality, and help to reduce frequent flooding of Pescadero Road. This budget estimates that the RCD will bill \$164,167 for this fiscal year from two sources: the Integrated Watershed Restoration Program (IWRP) and Department of Water Resources Urban Streams Program (DWR).

Climate Mitigation and Adaptation Program: This program will provide technical and financial assistance to landowners to implement practices that (a) reduce greenhouse gases in the atmosphere and (b) help people and wildlife adapt to the impacts of climate change. It is assumed that the RCD will bill \$81,853 this year as a subcontractor to Marin Agricultural Land Trust under their agreement with the NRCS.

Coastal Fish Passage: This is a project funded by the USFWS to reconcile, ground truth, and update various sources of fish passage barrier data for coastal San Mateo County, and to create a GIS database to facilitate restoration of fish passage by providing a centralized tool for accessing and analyzing information. This estimate anticipates spending the remainder of funds allocated under the agreement.

Creek Habitat Enhancement Program: This program designs, plans and implements in-stream habitat enhancement projects. This estimates \$55,713 will be spent on three projects this year. The first is to complete permits and preconstruction work at Midpeninsula Regional Open Space District's (MROSD) Apple Orchard property in the San Gregorio watershed. This is funded by the Fisheries Restoration Grant Program and the landowner. The second is to complete designs at MROSD's Driscoll Ranch rodeo site. The third is to complete an analysis of existing information to identify priority restoration actions for

lower Pescadero Creek. The last two are funded through the Integrated Watershed Restoration Program of the Coastal Conservancy

Fitzgerald Pollution Reduction: Construction will be completed this year to reduce pollution entering the Fitzgerald Marine Reserve Area of Special Biological Significance by implementing Best Management Practices on seven private properties in the upland watershed. The RCD is a subcontractor to San Mateo County under their grant from the State Water Resources Control Board. This estimate anticipates spending the remainder of funds allocated under the agreement.

Gully Erosion Control: This project identifies causes and remediation options for gullies in the Butano/lower Pescadero creek area. The budgeted amount is the amount anticipated to be spent in FY 16.

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 is administered to the San Mateo RCD through a master agreement between the RCD of Santa Cruz and the Coastal Conservancy. It is assumed that the San Mateo RCD will bill \$158,243 this fiscal year.

Memorial Park Fish Passage Project: The Memorial Park Fish Passage Project will remove barriers to salmonid migration at two sites in San Mateo County Memorial Park. The project is funded through a grant from the California Department of Fish and Wildlife Fisheries Restoration Grant Program with matching funds from San Mateo County and Friends of San Mateo County Parks. Construction is planned for this year and all grant funds are anticipated to be spent.

NRCS Contribution Agreement: This 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. The agreement is for \$25,000 and is anticipated to be spent this year.

Pescadero Integrated Flood Reduction and Habitat Enhancement Project: This project will continue to develop long-term solutions to the flooding problems in the town of Pescadero, pursue implementation opportunities, and gather juvenile salmonid outmigration data in mainstream Pescadero Creek. This budget estimates that the RCD will spend \$104,900 for this fiscal year from three sources, the Bay Area Integrated Water Resource Management Plan (IRWMP), San Mateo County and USFWS Coastal Program.

Pilarcitos Integrated Watershed Management Plan: This is the cost for operating the USGS stream gauge in lower Pilarcitos Creek for this year. Funds are provided through a Memorandum of Understanding among the RCD, San Francisco Public Utilities Commission, Sewer Authority Midcoastside, and Coastside County Water District.

Rural Roads and Gully Erosion Control Program: This program provides assistance to landowners and land managers to improve rural road conditions and reduce sediment delivery into riparian habitats. It is assumed that the RCD will spend \$528,238 this fiscal year on planning and designs as well as constructing improvements at two sites in the Gazos Creek watershed and on two roads in the Pilarcitos Creek watershed. Funding comes from the Fisheries Restoration Grant Program of the CA Department of Fish and Wildlife, Coastal Conservancy through the Integrated Watershed Restoration Program, and landowners.

San Gregorio Stream Gage: This is the cost for operating the USGS stream gauge in San Gregorio Creek for this year. Funds have not yet been secured.

South Coast San Mateo County Drought Relief: This program is to provide drought relief to people, farms, and aquatic organisms of south coast San Mateo County through improved water supply infrastructure, increase water storage, and regional planning for coordinated drought response. The estimated amount that will be billed to the Department of Water Resources Integrated Regional Watershed Management Program during FY 2016 is \$1,035,320, with an additional \$20,000 from the Silicon Valley Community Foundation.

Vegetation Management: The RCD will conduct community outreach, field surveys, infestation mapping, weed eradication, and/or revegetation to mitigate slender false brome and cape ivy in selected areas. This assumes \$140,878 will be spent in FY 16. Funding for the brome project is from the Midpeninsula Regional Open Space District and US Fish and Wildlife Service. Funding for the cape ivy project will be through a mitigation agreement with Caltrans.

Water Quality Monitoring and Technical Assistance: This program provides water quality technical assistance to a variety of entities to establish baseline conditions, participate in regional monitoring programs, and to comply with regulations. The program involves developing monitoring plans, collecting and processing water samples, managing and analyzing data, reporting results, and making recommendations to improve water quality. Service agreements are with Golden Gate National Recreation Area, Monterey Bay National Marine Sanctuary, San Mateo County Harbor District, Sewer Authority Midcoastside, and private landowners. This assumes \$81,246 will be billed this fiscal year.

Other Revenue

Individual Contributions: We will be conducting our third direct mail campaign at the end of this calendar year, with a goal of receiving \$5,000 in donations to the RCD.

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

Property Taxes: The RCD expects to receive \$57,000 in property taxes this year.

Service Fees: We anticipate collecting approximately \$700 in fees for workshops we host and we anticipate earning \$300 for Geology Tours.

County Contribution: This is an agreement with San Mateo County for a second year of support for the RCD's integrated approach to resource conservation and management for long term sustainability in the amount of \$100,000.

EXPENSES

Personnel

Salaries: This estimate assumes full time employment of seven people and part-time employment of four people. This amount includes a 3% Cost of Living Adjustment for FY 16 for six employees and salary increases for three employees. The subtotal of these estimated salaries is \$579,601.

Benefits: Full-time staff receives paid holidays, vacation, sick time, and Workers Compensation as well as medical, dental, and vision benefits. Part-time staff receives 3 days paid sick time and Workers

Compensation. All eligible staff may participate in the 401K retirement plan. This budget item estimates what the Board of Directors may vote for the RCD contribution to staff retirement plans.

Operating Expenses

Accounting Services: This is the cost for the annual audit for Fiscal Year 2015 and an independent CPA to refine the Cost Allocation Plan.

Bank Fees: This is the estimated 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.

Communications: This is the estimated cost to the RCD for internet service, phone service, phone headsets (8), website design or maintenance, and conference calls that cannot be billed to specific projects.

Computer Services: This item is for contracted technical support, off-site data storage, remote computer access, and software needs.

Consultant Services: This item is intended to pay for work with consultants as needed for project management, grant research, and CARCD's lobbyists.

Discretionary: This item is intended to cover unforeseen situations, take advantage of arising small-scale opportunities, to provide janitorial services for the office at \$160 twice/month, and support staff morale.

Donations: The RCD estimates \$500 in donations as appropriate.

Equipment: This is for a desktop computer, monitors, a projector, furniture and ergonomic and other upgrades.

Insurance/ Liability: This is the cost to the RCD for liability insurance.

Legal: The RCD contracts with County Counsel for legal services.

Membership, Dues and Subscriptions: Memberships include but are not limited to: California Association of Resource Conservation Districts, Local Areas Formation Commission, California Special Districts Association, National Association of Conservation Districts, Bay Area Open Space Council, San Mateo County Farm Bureau, 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, and specialized training as needed.

Public Relations: This is for costs to promote and advertise the RCD.

Rent: This item is for \$1,650 monthly rent for office space.

Supplies: This item covers field and office supplies that are not provided by the NRCS or through project-specific grants.

Travel/ Accommodations: This is to cover travel costs associated with professional development and participation in meetings.

Program Expenses

Agricultural Ombudsman: This is for mileage and other expenses.

Año Nuevo Habitat Enhancement Program: These funds are for a subcontractor to assist with the development of conceptual designs for wetland restoration.

Biochar Field Trials: This is for materials and contractual soil laboratory services.

Bonde Weir: This is for the revegetation contractor.

Butano Floodplain Restoration: This is for consultant and permit fees.

Climate Mitigation and Adaptation Program: This is for engineering and materials.

Coastal Fish Passage: This is for a consultant to help complete the project.

Creek Habitat Enhancement Program: This is for design consultants and permit fees.

Fitzgerald Pollution Reduction: This is for construction contractors and permit fees.

Integrated Watershed Restoration Program (IWRP): This is for consultants, conference calls and mileage.

Memorial Park Fish Passage: This is for construction contractors and materials.

Pescadero Integrated Flood Reduction and Habitat Enhancement Project: This is for floodplain restoration design consultants and a consulting biologist for the fish seining study.

Pilarcitos Creek Integrated Watershed Management Plan: This is for the USGS stream gage in Half Moon Bay.

Rural Roads and Gully Erosion Control Program: This is for conference calls, mileage, contracted road assessments, permits, and other program expenses.

San Gregorio Gage: This is for the USGS stream gage in San Gregorio.

South Coast San Mateo County Drought Relief: This is for multiple subcontractors involved in design, permitting, and construction.

Vegetation Management Program: This is for materials and supplies.

Water Quality Monitoring: This is for lab costs, materials and supplies.