

**San Mateo County Resource Conservation District
FY 2012 Financial 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 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 Coastside 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). The subtotal of these estimated salaries is \$254,795.

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.