



San Mateo County Resource Conservation District DRAFT FY 2018 Financial Budget

	FY18 Budget
REVENUE	
<u>Program Revenue</u>	
Agricultural Ombudsman	\$46,241
Climate Mitigation and Adaptation	\$141,807
Conservation Technical Assistance	\$115,396
Erosion and Sediment Management	\$154,222
Habitat Enhancement	\$623,620
Santa Cruz Mountains Stewardship Network	\$166,000
Water Resources & Conservation	\$1,684,359
Water Quality	\$192,393
NRCS Contribution Agreement	
Subtotal Program Revenue	\$3,124,038
<u>Other Revenue</u>	
County Contributions	\$125,000
Individual Contributions	\$10,000
Interest Income	\$500
Misc. Income	\$0
Property Tax	\$60,000
Service Fees	\$10,000
Subtotal Other Revenue	\$205,500
Total Revenue	\$3,329,538
<u>Personnel</u>	
Salaries	\$757,731
Benefits	\$223,621
Personnel Subtotal	\$981,352
<u>Operating Expenses</u>	
Accounting	\$12,000
Bank Fees	\$1,000
Communications	\$6,850
Computer Services	\$8,250
Consultant Services	\$9,000
Discretionary	\$5,760
Donations	\$500
Equipment	\$23,800
Insurance - Liability	\$4,500
Legal	\$1,000

Membership, Dues and Subscriptions	\$3,500
Mileage	\$1,500
Personnel Service Fees	\$4,500
Postage and Delivery	\$400
Printing and Copying	\$500
Professional Development	\$4,500
Project Software	\$3,900
Public Relations	\$750
Rent	\$24,600
Supplies	\$1,500
Travel and Accommodations	\$2,500
Subtotal Operating Expenses	\$120,810
<u>Program Expenses</u>	
Agricultural Ombudsman	\$700
Climate Mitigation and Adaptation	\$47,506
Conservation Technical Assistance	\$35,900
Erosion and Sediment Management	\$130,680
Habitat Enhancement	\$408,767
Santa Cruz Mountains Stewardship Network	\$61,000
Water Resources & Conservation	\$1,458,900
Water Quality	\$35,418
NRCS Contribution Agreement	\$0
Subtotal Program Expenses	\$2,178,871
Total Expenses	\$3,281,033
NET	\$48,505

Footnotes to the FY 2018 Financial Budget

REVENUE ASSUMPTIONS

Project Revenue

AGRICULTURAL OMBDSMAN

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 \$46,241 this year.

CLIMATE MITIGATION AND ADAPTATION

Climate Mitigation and Adaptation Program: The Climate Program aims to mitigate impacts from climate change by building soil health and implementing practices that decrease the amount of Carbon emitted from farm/ranch practices and increase the amount of carbon sequestered in the form of vegetative root systems. Work in FY18 will focus on development of the RCD's Climate program including completion of Carbon farm/ranch plans, furthering the Good Earth project, identifying opportunities and partnerships for sourcing compost, and coordinating in statewide and local initiatives addressing climate change and carbon farming. NRCS RCPP \$123,664 and TomKat \$18,143.

CONSERVATION TECHNICAL ASSISTANCE

Department of Conservation Capacity Building for RCD's: This project enhances the RCDs ability to build technical and organizational capacity as part of the DOC's capacity building grant for RCDs. This estimate is approximately \$42,836.

Granada Community Sanitary District – Burnham Strip

The GCSO Burnham Strip project will implement components of the Natural Resource Management Plan. I estimate the amount of funding approved for work on the Burnham Strip to be \$22,709.

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. This assumes approximately \$40K will be spent in FY18.

POST/RCPP: RCD to provide outreach, TA, inventory, assessment, and alternatives for POST's RCPP grant "San Mateo Coast Farmland, Water and Wildlife". This estimate is approximately \$10,008.

EROSION AND SEDIMENT MANAGEMENT

Gully Erosion Control: The RCD program addressing Gully Erosion Control aims to reduce the deleterious impacts of excess sediment entering riparian habitats as a result of human activities and help landowners address excess erosion of their lands. Work this year will focus on post-construction permit compliance for the Cloverdale Rd Gully project completed last fiscal year. Technical assistance to landowners will also be provided (funded by NRCS cooperative agreement or IWRP Admin). POST \$17,538

Rural Roads Program: The Rural Roads program provides education, technical assistance, and cost-share to road associations, homeowners' associations, landowners, and land managers to improve rural road

conditions and achieve gully erosion control, resulting in winterized roads requiring less maintenance and reduced sediment delivery into riparian habitats. Work this year will include developing designs and pursuing implementation funding, improving an old logging road in Pescadero, and on monitoring construction recently completed in the Pilarcitos watershed. Funders include; CCWD-Randtron \$2,355, San Mateo County Parks \$115,780, and IWRP \$18,549.

HABITAT ENHANCEMENT

Alpine Creek Fish Passage Project: The Alpine Fish Passage project will modify a stream crossing on Alpine Creek, a Tributary to San Gregorio Creek and improve access to 3 miles of fish habitat. During the year the RCD will conduct a second year of Marbled Murrelet Survey at the project site and stay in touch with project partners on the status of the project. The RCD is expecting to find out if implementation funding from FRGP was awarded sometime during the spring of 2018. Implementation would likely start in the summer of 2019. Estimated IWRP funding for this project is \$6,754.

Año Nuevo Habitat Enhancement Project: The Año Nuevo Habitat Enhancement Project aims at restoring the old Steele Ranch property for the direct benefit of coastal species. In FY 2018 designs will be complete and grant funds for implementation will be identified and applied for. Funds for this project are made through the USFWS Coastal Program in the amount of \$15,975.

Apple Orchard LWD- SGCHEP: The San Gregorio Creek Habitat Enhancement Project Phase I (aka Apple Orchard Large Woody Debris) will conduct the first post project topological survey to monitor changes from the LWD project completed in FY17. Estimated funding from FRGP is \$2,959, MROSD is \$4,028 and IWRP is \$500.

Arroyo Leon Creek Cape Ivy Removal Project: The Arroyo Leon Creek Cape Ivy Removal Project is a mitigation project for Caltrans to restore approximately 4 acres of riparian habitat for California Red-Legged Frogs and San Francisco Garter Snake at POST's Johnston Ranch Property. The project will include developing a RFP for design team to develop a plan for removing cape ivy and maintaining and monitoring the project, then hiring a construction firm to implement the project. A routine maintenance program will need to be established for the duration of the maintenance period. It is estimated Caltrans will fund both the initial RFP process and part of the actual design process in FY18 totaling \$58,585.

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. NFWF funds totaling \$1330 will be earned this fiscal year.

Butano Channel Reconnection: The Butano Channel Reconnection project will restore fish passage between Pescadero Marsh and Butano Creek and will reduce flooding on Pescadero Creek Road. Work this fiscal year will focus on securing funding, developing 100% designs, and permitting. This assumes that we will likely be funded \$165, 085.

Butano Farms Floodplain Restoration: Butano Farms Floodplain Restoration Project was constructed last fiscal year to restore approximately 100 acres of floodplain and improve instream habitat through the installation of 5 instream structures and excavation of 2 floodplain connector channels in lower Butano Creek. Work this fiscal year will focus on outreach, monitoring, permit reporting, invoicing and reporting, and producing a final report \$61,795 is anticipated to be spent this year.

Driscoll Ranch Large Woody Debris – SGCHEP: The San Gregorio Creek Habitat Restoration Project (Phase II) will be completed this fiscal year. This project will install LWD structures in San Gregorio Creek to improve fish habitat. Estimated funding amounts from FRGP is \$120,008 and MROSD is \$16,000.

Integrated Watershed Restoration Planning – Project Development: 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 \$3,454 this fiscal year.

Pescadero Integrated Flood Reduction and Habitat Enhancement Project: This project seeks integrated solutions to reduce long-term flooding at Pescadero Road and enhance ecosystem function and habitat in the Pescadero watershed and marsh. Work this year will focus on emergency actions to stop or reduce the severity of a fish kill in winter 2017-2018. Funding is estimated at \$63,320.

Pilarcitos Lagoon: This project involves working with Vulcan Quarry, who operates the Pilarcitos Quarry and their consultant, WRA, to develop a mitigation project needed for expansion of the Pilarcitos Quarry. The current mitigation project that has been identified is restoration of the Pilarcitos Lagoon to improve fish passage and lagoon physical processes. Assumes no additional funding from WRA via Vulcan. If the project were to move forward, the RCD could expect another \$5,000 to \$10,000 in funding for staff and Jim Robins.

Slender False Brome: The Slender False Brome Project is a long-term effort in partnership with Midpeninsula Regional Open Space District (MROSD) to preserve and restore the redwood forest and associated riparian community by eradicating the Slender False Brome weed. The funding is estimated to be approximately \$100,927.

Santa Cruz Mountains Stewardship Network

Santa Cruz Mountains Stewardship Network Water Needs Assessment: The Santa Cruz Mountains Stewardship Network (SCMSN) will convene three times in 2017, bringing all nineteen organizations together to share information, discover aligned priorities that may lead to collaborative projects, and work on already existing Network projects. The funding is estimated to be approximately \$166,000.

Water Resources and Conservation

Cemetery Sustainability: The Cemetery Sustainability Program involves working with the Town of Colma and cemeteries in Colma to improve irrigation efficiency and overall sustainability. Six cemeteries in the town of Colma have completed irrigation evaluations with the RCD to assess efficiency of irrigation systems and pumps. The objectives of this program are to complete irrigation system designs at these six cemeteries, to secure funding for implementation, to increase water and energy use efficiency, as well as eventually expand the program to other cemeteries and sustainability initiatives. The estimated budget for the program in FY18 is \$17,862.

South Coast San Mateo County Drought Relief: The Drought Relief Project will design, permit and construct agricultural and domestic water conservation and storage projects. Ponds are scheduled to be constructed at Butano Farm, Harley Farm, Granny Flats and Moty Farm Tanks are scheduled to be constructed at

Dan Shaffer's Orchard. Irrigation improvements are scheduled to be completed at Butano Farm, Harley Farm, Moty Ranch, Echo Valley, Fly Girl Farms, Level Lea, Fifth Crow Farm, Blue House Farm, and SMIP Ranch. Water system improvements are scheduled at Cuesta La Honda Guild. Funding estimates for R3 IRWM is \$1,256,424, R3 IRWM is \$360,000, WCB is \$547,611.

SWEEP: RCD to provide outreach, workshops and Technical Assistance to farmers for SWEEP irrigation efficiency grant applications. The funding is estimated to be approximately \$11,600.

Water Needs Assessment: This assumes a budget of \$42,751 from the San Mateo County.

WATER QUALITY

First Flush: First flush is an annual, volunteer water quality sampling program that occurs during the first significant rain of the season at stormwater outfalls flowing into the ocean. The project helps identify what pollutants are of greatest concern and where, in addition to contributing to a long term water quality dataset. The program also takes place in Monterey and Santa Cruz counties to help protect waters flowing into the Monterey Bay National Marine Sanctuary. It is expected that SAM will contribute \$16,000 and SMC Harbor District will contribute \$7,658.

Pacifica TMDL Water Quality Monitoring Program: This program includes water quality monitoring, microbial source tracking, and data analysis for the City of Pacifica to help the city and San Mateo County comply with the Total Maximum Daily Load (TMDL) regulations developed by the Regional Water Quality Control Board to address the bacteria listing of San Pedro Creek and Pacifica State Beach. The estimated budget for the program in FY18 is \$38,870.

Pet Waste Education and Outreach Program: The Mid-Coast San Mateo County Pet Waste Education and Outreach Program includes pet waste education and outreach activities for the mid-coast region of San Mateo County for FY18 and FY19. Objectives of this program are to prevent and reduce pet waste discharges to local creeks and beaches, and help achieve bacteria water quality objectives for listed waterbodies (San Pedro Creek, San Vicente Creek and the Fitzgerald Marine Reserve). These objectives will be achieved by initiatives to increase community understanding about the connection between land-based activities and water pollution in addition to directly cleaning up dog waste in high accumulation areas. The funding is estimated to be approximately \$17,753.

Pillar Point Harbor Water Quality Assistance: An Inter-Agency Agreement between the San Mateo Harbor District and the RCD was adopted in December 2012 as a follow up to the Pillar Point Harbor Source Identification Project. The Inter-Agency Agreement was amended in FY15 to create a more comprehensive water quality monitoring program for FY17-FY19. This program focuses on characterizing bacterial pollution and determining sources of contamination in Pillar Point Harbor, particularly Capistrano Beach, and to recommend management strategies to remediate the problem. This assumes an estimate of \$50,000 for FY'18.

Rancho Water Quality Monitoring: The GGNRA Rancho Monitoring program is a continuous water quality monitoring and technical assistance program within Rancho Corral De Tierra watersheds. The goal is to ensure that GGNRA has a good understanding of water quality status and potential sources of contamination in addition to assisting GGNRA and operators in meeting the requirements of the San Vicente Creek Water Quality Improvement Plan and the State Water Board WDR permit for Confined Animal Facilities. Work includes program management, water quality monitoring, data analysis,

recommendations, reporting, and technical assistance. The budget for this program is estimated at \$15,104 for FY18.

San Vicente Creek: The San Vicente Creek Water Quality Monitoring Program is a four-year program to meet the requirements of the San Vicente Creek Water Quality Improvement Plan. The objective of this program is to better understand sources of bacterial contamination and problem areas in the watershed and to help identify solutions. This assumes an estimate of approximately \$30,000.

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 Mid-Coastside, and private landowners. This assumes \$17,036 will be billed this fiscal year.

Other Revenue

County Contribution: This is an agreement with San Mateo County for a fourth year of support for the RCD's integrated approach to resource conservation and management for long term sustainability in the amount of \$125,000.

Individual Contributions: We will be conducting our fifth direct mail campaign at the end of this calendar year, with a goal of receiving \$10,000 in donations to the RCD.

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

Property Taxes: The RCD expects to receive \$60,000 in property taxes this year.

Service Fees: We anticipate collecting approximately \$10,000 in fees for irrigation evaluations, workshops we host and Geology Tours.

EXPENSES

Personnel

Salaries: This estimate assumes full time employment of nine people and part-time employment of five people. This amount includes a 3% Cost of Living Adjustment for FY 18 for nine employees. The subtotal of these estimated salaries is \$757,731

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 also assumes a 401K contribution amount the Board of Directors will consider for the RCD contribution to staff retirement plans.

Operating Expenses

Accounting Services: This is the cost for the annual audit for Fiscal Year 2018 and a consultant for accounting technical needs.

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 and website maintenance. It also assumes we intend to purchase a new phone system and phones.

Computer Services: This item is for contracted technical support, off-site data storage, remote computer access, and remote 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/month, and support staff morale.

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

Equipment: This assumes the need for two desktop computers, a laptop, a new GIS computer system, monitors, furniture, ergonomic equipment, 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.

Project Software: This item is for monthly costs for the Quickbase software we have initiated and intend to use (\$2400/year.) It is also for GIS update (\$2000), with possible maintenance (\$1200) and Garmin GPS software (\$150/year.)

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

Rent: This item is for \$1,650 monthly rent for office space and the possibility of another space becoming available.

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

Agricultural Ombudsman: This assumes \$700 for mileage and other small expenses.

CLIMATE MITIGATION AND ADAPTATION

Climate Mitigation and Adaptation Program: This assumes \$23,911 for subcontractors, mileage and small miscellaneous expenses.

CONSERVATION TECHNICAL ASSISTANCE

NRCS Contribution Agreement: This assumes \$1600 for mileage and other expenses.

GCSD – Burnham Strip: This assumes \$11,100 for subcontractors, and very small miscellaneous expense.

EROSION AND SEDIMENT MANAGEMENT

Gully Erosion Control: This assumes \$12,000 for permit fees, mileage, and postage expenses.

Rural Roads Program: This assumes \$173 for mileage expense.

HABITAT ENHANCEMENT

Alpine Creek Fish Passage Project: This assumes \$700 for contractor and mileage expenses.

Año Nuevo Habitat Enhancement Project: This assumes \$6,335 for contractor and mileage expenses.

Apple Orchard LWD- SGCHP: There are no expenses budgeted.

Arroyo Leon Creek - Cape Ivy Removal Project: This assumes \$35,100 for contractor and mileage expenses.

Bonde Weir Fish Passage Project: There are no expenses budgeted.

Butano Channel Reconnection: This assumes \$150,000 for contractor expenses.

Butano Farms Floodplain Restoration: This assumes \$5,000 in expenses.

Driscoll Ranch Large Woody Debris – SGCHP: This assumes \$112,000 for contractors, and \$5,000 for miscellaneous expenses.

Integrated Watershed Restoration Planning – Project Development: There are no expenses budgeted.

Pescadero Integrated Flood Reduction and Habitat Enhancement Project: This assumes \$45,000 for contractor expenses.

Pilarcitos Lagoon: This assumes \$500 for contractor expenses.

Slender False Brome: This assumes \$30,000 for contractor expenses.

SANTA CRUZ MOUNTAINS STEWARDSHIP NETWORK

Santa Cruz Mountains Stewardship Network: This assumes \$15,000 for contractor and \$46,000 for workshops and miscellaneous expenses.

WATER RESOURCES AND CONSERVATION

Cemetery Sustainability: This assumes \$10,800 for contractor expenses.

South Coast San Mateo County Drought Relief: This assumes \$1,945,000 of contractor expenses split between three (3) projects and \$1,100 for miscellaneous expenses.

Water Needs Assessment: There are no expenses budgeted.

WATER QUALITY

First Flush: This assumes \$3,526 for contractor and miscellaneous expenses.

Pacifica TMDL WQ Monitoring Program: This assumes \$14,500 for contractor expenses and \$200 for miscellaneous expenses.

Pet Waste Program: This assumes \$1000 for supplies and miscellaneous expenses.

Pillar Point Harbor Water Quality Assistance: This assumes \$4,500 for contractor expenses and \$3,500 for supplies.

Rancho Water Quality Monitoring: This assumes \$2,092 for contractor and miscellaneous expenses.

San Vicente Creek Water Quality: This assumes \$4,800 for contractor expenses and \$1,300 for supplies.

Water Quality Monitoring and Technical Assistance: There are no expenses budgeted.

QUESTIONABLE NARRATIVES – PROJECTS OR PROGRAM INFO CHANGED

COMPLETELY OUT? Cloverdale Road Gully: For Cloverdale Road Gully, this budget assumes construction work is complete prior to the start of the fiscal year (i.e. by July 2017). This budget also does not capture a potential \$5,000 from the US Fish and Wildlife Service to update the Gully report with 2017 aerial photos taken after the 2016-17 wet winter. Funds to provide technical assistance to landowners will be through IWRP Admin and NRCS Cooperative agreement and are not captured in this budget.

Creek Habitat Enhancement Program (SEPARATED OUT): 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

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

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.

Vegetation Management (SEPARATED OUT CAPE IVY AND SFB) This assumes \$103,447 will be spent in FY 18. Funding for the Slender False Brome project is from the Midpeninsula Regional Open Space District, and US Fish and Wildlife Service. Funding for the Johnston Ranch Cape Ivy project will be through a mitigation agreement with Caltrans.