



## San Mateo County Resource Conservation District 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	\$	43,315

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

#### Operating Expenses

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

Consultant Services	\$	4,500
Discretionary	\$	1,500
Equipment	\$	5,000
Insurance - Liability	\$	3,000
Legal	\$	3,000
Membership, Dues and Subscriptions	\$	3,500
Mileage	\$	1,500
Postage and Delivery	\$	500
Printing and Copying	\$	1,000
Professional Development	\$	4,000
Rent	\$	14,400
Supplies	\$	750
Travel and Accommodations	\$	2,000
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	<b>Subtotal Operating Expenses</b>	<b>\$ 77,050</b>
<b><u>Program Expenses</u></b>		
Accelerated Conservation Planning	\$	4,000
Biochar Field Trials	\$	10,041
Bonde Weir Fish Passage Project	\$	22,700
Cloverdale Ponds Enhancement Project	\$	165,016
Fitzgerald Pollution Reduction	\$	6,956
Hedgerow Pollinator Conservation	\$	9,748
Integrated Watershed Restoration Program	\$	267
Johnston Ranch Pond Enhancement	\$	30,000
Livestock and Land Program	\$	223,631
Memorial Park Fish Passage Project	\$	5,200
Pescadero Streamflow Improvement Project	\$	33,316
Pescadero Integrated Flood Reduction and Habitat Enhancement Project	\$	116,655
Pilarcitos Integrated Watershed Management Plan	\$	12,300
Pillar Point Harbor Pollution Study	\$	367,609
Rural Roads Program	\$	65,038
San Gregorio Watershed Enhancement	\$	46,438
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	<b>Subtotal Program Expenses</b>	<b>\$ 1,118,915</b>
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	<b>Total Expenses</b>	<b>\$ 1,532,321</b>
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	<b>NET</b>	<b>\$ 151,507</b>
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## 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 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.

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 bill 25% of the remaining personnel 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***

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).

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 75<sup>th</sup> 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 s 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.

### ***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.

Pilarcitos 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.

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