



**San Mateo County Resource Conservation District
FY 2014 Financial Budget**

REVENUE

Project Revenue

Accelerated Conservation Planning	\$	32,505
Biochar Field Trials	\$	31,020
Bonde Weir Fish Passage Project	\$	257,745
Cloverdale Ponds Enhancement Project	\$	224,775
Coastal Fish Passage Inventory and Database	\$	10,000
First Flush	\$	4,984
Fitzgerald Pollution Reduction	\$	375,330
Gully Erosion Control	\$	18,420
Integrated Watershed Restoration Program	\$	46,000
Johnston Ranch Pond Enhancement	\$	1,723
Livestock and Land Program	\$	93,425
Memorial Park Fish Passage Project	\$	2,923
Pescadero Integrated Flood Reduction and Habitat Enhancement	\$	136,116
Pescadero Streamflow Improvement Project	\$	11,706
Pilarcitos Integrated Watershed Management Plan	\$	30,815
Rural Roads Program	\$	61,040
SFPUC Vegetation Monitoring	\$	18,595
San Gregorio Watershed Enhancement	\$	111,948

Subtotal Project Revenue \$ **1,469,069**

Other Revenue

Individual Contributions	\$	1,500
Interest Income	\$	500
Property Tax	\$	56,000
Service Fees	\$	9,586

Subtotal Other Revenue \$ **67,586**

Total Revenue \$ **1,536,655**

EXPENSES

Personnel

Salaries	\$	299,804
Benefits	\$	42,562

Subtotal Personnel \$ **343,728**

Operating Expenses

Accounting	\$	6,500
Bank Fees	\$	1,000

Computer Services	\$	10,000
Communications	\$	13,350
Consultant Services	\$	4,000
Discretionary	\$	3,000
Equipment	\$	2,500
Insurance - Liability	\$	2,500
Legal	\$	2,500
Membership, Dues and Subscriptions	\$	3,500
Mileage	\$	1,000
Postage and Delivery	\$	500
Printing and Copying	\$	1,000
Professional Development	\$	4,000
Rent	\$	18,000
Supplies	\$	500
Travel and Accommodations	\$	2,500
Subtotal Operating Expenses	\$	76,350

Program Expenses

Accelerated Conservation Planning	\$	13,340
Biochar Field Trials	\$	12,660
Bonde Weir Fish Passage Project	\$	236,577
Cloverdale Ponds Enhancement Project	\$	217,395
Coastal Fish Passage Inventory and Database	\$	7,425
First Flush	\$	1,654
Fitzgerald Pollution Reduction	\$	237,900
Integrated Watershed Restoration Program	\$	38,000
Johnston Ranch Pond Enhancement	\$	1,723
Livestock and Land Program	\$	83,100
Memorial Park Fish Passage Project	\$	2,923
Pescadero Integrated Flood Reduction and Habitat Enhancement	\$	126,186
Pescadero Streamflow Improvement Project	\$	11,706
Pilarcitos Integrated Watershed Management Plan	\$	13,550
Rural Roads Program	\$	40,000
SFPUC Vegetation Monitoring	\$	1,970
San Gregorio Watershed Enhancement	\$	66,469
Service Fees - Water Quality Monitoring	\$	2,076
Subtotal Program Expenses	\$	1,114,654

Total Expenses **\$** **1,534,732**

NET **\$** **1,924**

Footnotes to the Proposed FY 2014 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. Funding for this program is through a Contribution Agreement with the NRCS. The estimated amount that will be spent during FY2014 is \$32,505.00.

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 crop. Funding for this project is through the Natural Resources Conservation Service's Conservation Innovation Grant program. The project will last for three growing seasons, ending in 2015. The estimated amount that is anticipated to be spent on remaining soil sampling and data collection and reporting in FY 2014 is \$31,020.

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. We are optimistic that we will go to construction this summer, however all permits have not been secured. 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 FY 2014 is \$257,745. If this project doesn't go to construction this year the budget will be revised and pushed back until the summer of 2014 (FY 2015).

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. 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 FY2014 is \$224,775.

Coastal San Mateo Fish Passage Inventory and Database: 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. The total amount that will be billed to USFWS in FY 2014 is \$10,000.

First Flush: This project is a partnership between San Mateo County Environmental Health Lab, the RCD, and Monterey Bay National Marine Sanctuary. The project consists of water quality sampling

during the first significant rain event of each year. Funding comes from the Sewer Authority Midcoast, Granada Sanitary District and the SMC Environmental Health Lab. The anticipated amount to be spent on this program in FY 2014 is \$4,984

Fitzgerald Pollution Reduction: This is a project to install Best Management Practices (BMPs) on properties in the watersheds draining to the Fitzgerald ASBS and to do water quality monitoring to test efficacy of the BMPs after installation. Funding for this project is through the State Water Resources Control Board via Proposition 84. The grantee is San Mateo County and the RCD is a subcontractor for the upland phase of the project. The estimated amount that is anticipated to be spent on remaining BMP outreach, construction, water quality sampling and reporting in FY 2014 is \$375,330.

Gully Erosion Control: This is a project funded by the USFWS to 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 estimated amount that is anticipated to be spent in FY 2014 is \$18,420.

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 administered through the RCD of Santa Cruz. It is assumed that our RCD will bill \$46,000 this fiscal year, the total amount in the contract for the fiscal year.

Johnston Ranch Pond Enhancement: This project will complete 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. There remains \$1,723 in the contract. Additional funding is to be determined.

Livestock and Land Program: This program provides outreach and technical assistance for operators of livestock and equestrian facilities to implement BMPs to protect water quality. Current funding is from the State Water Resources Control Board through Proposition 84. This project will conclude in FY 14. We expect to bill \$93,425 completing this project.

Memorial Park Fish Passage Project: This project completes designs and permitting to improve access to upstream habitat for salmonids by removing instream barriers to passage. The project was identified in IWRP and subsequently awarded its own IWRP funding. There remains \$2,923 in the contract. Additional funding is to be determined.

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 mainstream Pescadero Creek. This budget estimates that the RCD will bill \$136,116 for this fiscal year from three sources, the Bay Area Integrated Water Resource Management Plan (IRWMP), San Mateo County and USFWS Coastal Program.

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 remaining budgeted amount of \$11,706 will be spent in this fiscal year on a subcontractor to collect hydrologic data and annual streamflow information.

Pilarcitos Integrated Watershed Management Plan: The RCD oversees implementation of the plan 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, Coastside County Water District, and an independent donation from West Coast Aggregates. The budget assumes \$30,815 will be spent in FY 14.

Rural Roads Program: This program provides 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. It is assumed that the RCD will bill \$61,040 this fiscal year

San Francisco Public Utilities Commission Vegetation Monitoring: Staff will conduct monthly site assessments as a subcontractor to Alameda County RCD at four (4) native plant restoration sites on San Francisco Public Utilities Commission land. The budget assumes \$18,595 will be spent in FY 14.

San Gregorio Watershed Enhancement Program: This program implements critical priorities of the San Gregorio Watershed Plan to ensure restoration and efficient and wise use of natural resources. The estimated amount of \$111,948 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 to a private road assessment firm that will support our Rural Roads program.

Individual Contributions

We will conduct another 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 \$56,000 in property taxes this year.

Service Fees

We will bill for water quality monitoring services contracted by landowners, estimated to be \$8,086. We anticipate collecting approximately \$500 in fees for workshops we host. We anticipate earning \$1000 for issuing Grading Permit Exemptions.

EXPENSES

Personnel

Salaries: This estimate assumes full time employment of three staff members (the Executive Director, Finance Director, Conservation Assistant) and part-time employment of six employees; two Conservation Project Coordinators, one Administrative Assistant, and three seasonal part-time Conservation Assistants. There will be a 2% COLA increase this fiscal year. The subtotal of these estimated salaries is \$299,804.

Benefits: Full-time staff receives paid holidays, vacation, sick time, Workers Compensation, and retirement benefits (at \$150 per person per month). This budget allows for two full-time staff members to receive medical, dental, and vision. The other full time employee has waived her medical benefits with the RCD.

Operating Expenses

Accounting Services: This is the cost for the biannual audit for Fiscal Years 2012 and 2013. This is to be completed in FY 14.

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. \$6000 of this line item will be to replace our dysfunctional server.

Communications: This is the estimated cost per year to the RCD to purchase internet service (\$1,068) and the current phone service (\$1500). We are also estimating \$782 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 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, and necessary upgrades.

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 number of staff.

Rent: This item is for the monthly rent for office space. The budget also assumes the possibility of increased staff and has included a place holder of \$300/month for an additional small 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 \$13,340 will be spent on a subcontractor for engineering and designs.

Biochar Field Trials: This assumes \$12,660 will be spent to maintain and monitor the biochar field trial demonstration project in coastal San Mateo County.

Bonde Weir: The budget estimates \$236,577 will be the cost for labor and materials for the construction phase that may occur within this fiscal year.

Cloverdale Pond Enhancement Project: This estimate of \$217,395 is for biological consulting, a construction contractor, engineering, and on-site landowner coordination.

First Flush: This is the estimated cost for supplies and lab services.

Fitzgerald Pollution Reduction: The budget assumes \$237,900 to be spent on subcontractor costs for designing and permitting BMPs.

Integrated Watershed Restoration Program (IWRP): This assumes \$38,000 will be spent on sub-contracting for design and permitting work.

Johnston Ranch Pond Enhancement: The remaining amount of \$1,723 will be spent for engineering.

Livestock and Land Program: This estimate is based on the program ending in FY 2014 with \$83,100 being spent on contractors to implement BMPs.

Memorial Park Fish Passage: This assumes \$2,923 will be spent towards permitting.

Pescadero Integrated Flood Reduction and Habitat Enhancement Project: This assumes that \$126,186 will be spent this fiscal year for consultants to develop conceptual designs for solutions to the flooding and biologists to oversee the second year of fish trapping..

Pescadero Streamflow Improvement Project: The remaining amount of \$11,706 will be spent on stream gaging and project design work.

Pilarcitos Creek Integrated Watershed Management Plan: \$13,550 will be paid for the USGS stream gage in Half Moon Bay.

Rural Roads Program: This assumes that \$40,000 will be spent this fiscal year for conference calls, mileage, contracted road assessments, permits, and other program expenses.

San Francisco Public Utilities Commission Vegetation Monitoring: The budget assumes \$1,970 will be spent on supplies and mileage for FY 2014.

San Gregorio Watershed Enhancement Program: This estimate assumes \$66,469 will be spent for sub-contractors, mileage, equipment, and other program expenses.

Service Fees – Water Quality Monitoring: The budget assumes \$2076 will be spent for supplies, lab fees, mileage, and other expenses.